



BROADBANDUSA
CONNECTING AMERICA'S COMMUNITIES

Round 2 Grant Guidance Sustainable Broadband Adoption

Broadband Technology Opportunities Program

U.S. Department of Commerce

National Telecommunications and Information Administration

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1 Program Participation

1.1 Before You Get Started

Before preparing and submitting an application, Applicants are encouraged to read the Notice of Funds Availability (NOFA), these Guidelines, and the compliance and background materials posted at www.broadbandusa.gov. The National Telecommunications and Information Administration (NTIA) anticipates a large volume of applications from highly qualified entities. By carefully reviewing these materials, Applicants will help ensure that their application is complete and satisfy the requirements of the Broadband Technology Opportunities Program (BTOP). Please note that all applicants are required to have a DUNS number and to register in the Central Contractor Registration (CCR) database (see section 5 for additional details).

1.2 Key Changes from NOFA 1 to NOFA 2

NTIA released a NOFA for BTOP's second round of funding on January 15, 2010, and it was published in the *Federal Register* on January 22, 2010. For this round of funding, NTIA has adopted a "comprehensive communities" approach to award BTOP grants for infrastructure projects that emphasize middle mile broadband capabilities with a commitment to offering new or substantially upgraded connections to community anchor institutions. The NTIA also plans to award at least \$100 million to innovative Sustainable Broadband Adoption (SBA) projects that promote broadband demand.

NTIA has separated the Sustainable Broadband Adoption and Public Computer Centers applications in this funding round to better collect information specific to each of the programs. NTIA made adjustments to the online application system to streamline the intake of information and make the process more user-friendly. NOFA 2 also revises BTOP's eligibility factors and will use just three criteria – eligible entities, fully completed application, and matching – as the gating factors that determine whether an application is eligible for consideration. NTIA also clarified the process for requesting waivers from several key statutory and programmatic obligations.

1.3 Electronic Filing

All Applicants are required to file electronically via the Easygrants® System (Easygrants) application. The electronic filing system may be accessed at www.broadbandusa.gov. An applicant may request a waiver of the electronic filing requirement pursuant to section 1.11.4.2 of this guidance.

1.4 Eligible Entities

To be eligible for funding under BTOP, Applicants must be one of the following types of entities:

- States, local governments, or any agency, subdivision, instrumentality, or political subdivision thereof;
- The District of Columbia;
- A territory or possession of the United States;





- An Indian tribe (as defined in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. § 450(b));
- A native Hawaiian organization;
- A non-profit foundation, a non-profit corporation, a non-profit institution, or a non-profit association;
- Other non-profit entities;
- For-profit corporations;
- Limited liability companies; or
- Cooperative or mutual organizations.

In addition, all Applicants must: (1) submit a fully completed application, and (2) provide at least 20 percent non-federal cost share match or request a waiver of such cost share match.

NOTE: Eligible Entities

All entities and organizations participating in a proposed project must be eligible organizations.

Eligible entities whose applications were rejected in the Round One of BTOP funding may reapply.

Individuals, sole proprietorships, and all forms of partnerships are not eligible for funding.

See NOFA section V.A.1.

1.5 Eligible Cost Purposes – Sustainable Broadband Adoption Projects

As a general principle, grant funds must only be used to pay for eligible costs. Eligible costs are consistent with the cost principles identified in the applicable Office of Management and Budget (OMB) circulars identified in the NOFA and in the program's authorizing legislation. In addition, costs must be reasonable, allocable, necessary to the project, and conform to generally accepted accounting principles (GAAP). Any application that proposes to use any portion of the grant funds for any ineligible cost may be rejected. NTIA may negotiate with applicants to remove ineligible costs from otherwise meritorious applications.

The NOFA also lists several categories of eligible and ineligible costs. Grantees may use BTOP funds under this project category to encourage sustainable adoption of broadband services by:

- Acquiring broadband-related equipment, instrumentation, networking capability, hardware and software, and digital network technology for broadband services;





- Developing and providing training, education, support and awareness programs or web-based content that is incidental to the program's purposes, and includes reasonable compensation for qualified instructors for these types of programs;
- Conducting broadband-related public education, outreach, support and awareness campaigns;
- Implementing innovative programs to facilitate greater access to broadband service, devices, and equipment;
- Funding reasonable indirect costs consistent with the principles outlined in section V.E.1. of the NOFA;
- Paying for reasonable pre-application expenses in an amount not to exceed five percent of the award. Pre-application expenses, which include expenses related to preparing an application, may be reimbursed if they are incurred after the publication date of the NOFA and prior to the date of issuance of the grant award from NTIA, except that lobbying costs and contingency fees are not reimbursable from BTOP funds; and
- Undertaking such other projects and activities as the Assistant Secretary finds to be consistent with the purpose for which the program is established.

Under the American Recovery and Reinvestment Act of 2009, Pub. L. No. 111–5, 123 Stat. 115 (2009) (Recovery Act), projects under this category are aimed at providing broadband education, awareness, training, access, equipment, and support to community anchor institutions, organizations serving vulnerable populations (e.g., low-income, unemployed, aged), or job-creating strategic facilities located in state- or federally-designated economic development areas.

Thus, expenses associated with conducting broadband awareness campaigns, computer training workshops, digital literacy programs, and developing web-based content are considered eligible costs, as is reasonable compensation for qualified instructors and managers for these types of programs. Applicants must demonstrate how any costs associated with training and/or other recurring expenses will be covered after the grant expires.

Additional information regarding eligible costs is set forth in applicable cost principle regulations in OMB circulars and found at <http://www.broadbandusa.gov/compliance.htm>. Applicants must ensure that project costs conform not only to the regulations set forth in the NOFA and described above, but also to the regulations laid out by the Office of Acquisition Management Grants Management Division (http://oam.ocs.doc.gov/GMD_gforms.html). These regulations further explain the eligible costs for specific types of projects and entities, including institutions of higher education, hospitals, other non-profit and commercial organizations, and state and local governments. NTIA recommends that Applicants review the relevant sections in the following documents to confirm the eligibility of their proposed costs:

- 15 CFR Part 14.27 – Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, other Non-Profit and Commercial Organizations (<http://oam.ocs.doc.gov/docs/GRANTS/15cfr14.pdf>); and
- 15 CFR Part 24.22 – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (<http://oam.ocs.doc.gov/docs/GRANTS/15cfr24.pdf>).





The Grants Management Division also lays out the regulations governing lobbying, which as noted in the NOFA, is not an eligible cost for BTOP funds. See 15 CFR Part 28 – New Restrictions on Lobbying (<http://oam.ocs.doc.gov/docs/GRANTS/15cfr28.pdf>) for more information.

NOTE: Eligible Costs

BTOP grant funds may not be used for expenses or purchases that are not used predominantly for the provision of broadband education, awareness, training, access, equipment and support. Additionally, costs associated with constructing or leasing broadband facilities and infrastructure are not eligible. However, projects deploying certain broadband network equipment (e.g., deploying a small WiFi network or wiring a housing facility) may include those costs as eligible as long as they do not qualify as construction. In this context, construction means the construction of new buildings, completion of shell space in existing buildings, renovation or rehabilitation of existing buildings, and construction or development of real property infrastructure improvements (e.g., site preparation; utilities; streets; curbs; sidewalks; parking lots; and other streetscaping improvements, etc.). In contrast, alteration of facilities incidental to a non-construction purpose is not considered construction. Note the distinction between construction and alteration in Chapter 17 of the Department of Commerce Grants Manual (available at http://oam.ocs.doc.gov/gmd_updated-doc.html).

To the extent that operating costs are continuing operating expenses, the Applicant must demonstrate how these costs will be covered once the grant ends.

Indirect costs are incurred by an organization in funding the overall operations and functions of the business, but are not directly attributable to the implementation of the project funded by the federal grant. It is similar in concept to overhead. The recovery of indirect costs is a means to allocate shared and common costs of an organization among the cost objectives of the project. Indirect costs must meet the allowability standards set forth in the OMB cost principles to be recoverable from grant funds. The Applicant must include any indirect costs it seeks to recover as a line item in its budget and **have a federally-approved indirect cost rate in place, or commit to apply for one** within 90 days from the award start date.

Under BTOP, the costs to audit the grants awarded to state and local governments, educational institutions and non-profit organizations are typically allowable as indirect costs under the Single Audit Act, as implemented by OMB Circular A-133. NTIA may also allow for-profit organizations to recover the costs of audits as direct costs.

The Applicant will be required to submit detailed information documenting all costs it seeks to recover through an award under BTOP.

1.6 Federal Income Tax

Each grantee has the right and responsibility to seek guidance from qualified advisors on the applicability of all laws, including federal, state and local tax law. The IRS has made some general pronouncements





about the tax implications of grants. For an example of the analysis that the Internal Revenue Service may apply to BTOP grants, please see <http://www.irs.gov/pub/irs-drop/n-03-18.pdf>. If the IRS provides further guidance with respect to BTOP grants in particular, NTIA will indicate that in a FAQ that will be posted on www.broadbandusa.gov. Federal taxes are not an eligible cost under federal grant programs such as BTOP. The Applicant should take any tax consequences into account when constructing its budget.

1.7 Cost Matching

As outlined in the NOFA, grantees under BTOP will be required to provide matching funds of at least 20 percent toward the total costs of the project. In the selection of SBA projects, additional consideration will be given to Applicants that propose to provide matching funds greater than or equal to 30 percent of the total project budget.

The matching requirement can be met with both cash and in-kind contributions. In-kind contributions, including third party in-kind contributions, are non-cash donations to a project that may count toward satisfying the 20 percent non-federal matching requirement of a project's total budgeted costs. In-kind contributions must be allowable project expenses; that is, they must be for costs that are eligible for federal funding.

BTOP grantees are not required to spend all of the non-federal matching funds before spending grant funds. However, the non-federal share of the project budget, whether cash or in-kind, must be expended at least proportionally to the federal share expended. Reasonable pre-application expenses in an amount not exceeding five percent of the award may be counted toward the Applicant's 20 percent match for BTOP. Although the Applicant is not required to have all matching funds on hand at the time it submits the application, it must convincingly demonstrate that it will be able to supply the proposed matching funds if it receives a grant. The Applicant cannot use funds for which it has applied, but has not yet been granted, to demonstrate that it can meet BTOP's 20 percent match requirement.

Matching funds can also include, for example:

- Monies from a state or other non-federal grant awarded to provide broadband services, purchase equipment, and provide training;
- Previously used equipment, whose value should be based on a use allowance, depreciation, or current fair market value;
- Unpaid volunteer services whose rates shall be consistent with those paid for similar work in the grantee's organization; and
- Loan proceeds; and
- Federal funds (whether from a grant, loan, or other source) expressly authorized by statute for use as matching funds. Any federal funds that are not expressly authorized by statute for such use are not eligible for use as matching funds.

See section 1.11.1 below for information on requesting a waiver of the matching requirements.





NOTE: Match

The amount of a vendor discount cannot be applied to the required 20 percent match. Instead, it represents a reduction in the overall cost of the project.

Federal universal service support payments made pursuant to section 254 of the Communications Act, as amended, are considered federal funds and have not been authorized for use as matching funds for BTOP.

Program income may be used to meet the matching requirement (see section V.F of the NOFA).

If an Applicant receives a full or partial waiver of the cost-matching requirement it will be treated as having provided a 20 percent non-cash match.

Certified socially and economically disadvantaged small business concerns are not exempt from matching requirements.

1.8 Use of Program Income

Grantees are required to account for any program income directly generated by projects financed in whole or in part with federal funds. Given the Recovery Act's objectives to spur job creation and stimulate long-term economic growth and opportunity, BTOP grant recipients are expected to convincingly demonstrate their ability to sustain their projects beyond the funding period. While grant funds are intended to cover the initial costs of projects as part of the Recovery Act's effort to stimulate the economy, grant recipients for all programs are expected to present projects that will sustain long-term growth and viability.

NOTE: Program Income

Program income means gross income earned by the grant recipient that is either directly generated by a supported activity or earned as a result of the award during the funding period.

For purposes of BTOP, any program income generated by a funded project during the grant period shall be retained by the grant recipient and added to the funds committed to the project by NTIA and the recipient or used to finance the non-federal share of the project. Funds added to the project should be used to further eligible project objectives, including reinvestment in project facilities, funding BTOP





compliance costs, and paying operating expenses of the project. Grant recipients shall have no obligation to the federal government regarding program income earned after the end of the project period. However, the federal government retains an interest in property in the event that it is sold, consistent with the guidance outlined in section IX.C of the NOFA and in applicable DOC regulations.

Applicants that intend to utilize program income to finance the non-federal share of the project will need to include this income in their SF-424A budget. Applicants should be cautious about relying too heavily on program income for the non-federal share. This income must be realistic and achievable. It will become part of the award conditions and the Applicant will need to ensure that the program income is earned. Applicants should note that the non-federal share of the project budget must be spent proportionally to the federal share of the project budget. Program income will generally not be available at the outset of a project, and Applicants must have other resources available to cover the non-federal share of the budget.

1.9 Standard Terms and Conditions for Department of Commerce Grants

All BTOP applicants are required to comply with all applicable provisions set forth in the DOC Pre-Award Notification, available at http://oam.ocs.doc.gov/docs/Grants/Preaward_FRN2008.pdf. Applicants should also familiarize themselves with the DOC's Standard Terms and Conditions and ARRA Award Terms, both of which apply to BTOP grants. These documents can be found at <http://www.broadbandusa.gov/compliance.htm>.

1.10 Submitting a Proposal

1.10.1 Key Dates

The electronic application system, Easygrants, will be available at www.broadbandusa.gov, beginning February 16, 2010. Upon completion of the application, Easygrants will provide a date and time stamped confirmation number that will serve as proof of submission. Applicants are strongly encouraged to submit applications early in order to avoid last-minute congestion on the intake system. However, early submissions will **not** confer any advantage or priority in review.

NOTE: Application Deadline

The deadline for filing an application is 5:00 p.m. EDT on March 15, 2010.

1.10.2 Requirements for Electronic Submissions

The application package for electronic submission is available at www.broadbandusa.gov. Electronic submission of applications will allow for the expeditious review of the Applicant's proposal. In addition to completing the application, the Applicant must authenticate it by registering with the Central Contractor Registration at www.ccr.gov. Easygrants will send an e-mail to the Applicant to confirm receipt of his or





her application. More information regarding Easygrants can be found in the Easygrants guide, which will be available on www.broadbandusa.gov.

NOTE: Electronic Submissions

The Funding Opportunity Number for BTOP is the Regulatory Identification Number associated with BTOP in the NOFA: 0660–ZA28.

The Catalog of Federal Domestic Assistance (CFDA) number for BTOP grants is 11.557. The CFDA title for BTOP is “Recovery Act – Broadband Technology Opportunities Program (BTOP).”

Applicants may apply to this round if they have previously submitted an application.

Applicants will be required to modify their proposed project to make changes from the previous round to meet NOFA and application requirements for this round of funding.

1.10.3 Submitting Multiple Applications

Applicants with projects in multiple funding categories (Comprehensive Community Infrastructure (CCI), Public Computer Center (PCC), and SBA) must submit separate applications for each project. However, Applicants should reference the other relevant applications in the Project Information section of each application and discuss synergies between projects in the appropriate sections of each application.

If NTIA decides to reject one of these applications, it will not necessarily reject all those associated with it. For example, a SBA application might be related to a CCI application to the extent that the former provides solutions to enhance subscribership. However, if NTIA finds that only one of several related applications proposes a project that is highly responsive to the criteria, NTIA may choose to fund only the highly meritorious application.

1.10.4 Confidentiality

Applicants should note that the information provided as part of the application may be subject to disclosure under the Freedom of Information Act. Applicants are encouraged to identify and label any confidential and proprietary information contained in their applications. NTIA will protect confidential and proprietary information from public disclosure to the fullest extent authorized by applicable law, including the Freedom of Information Act, as amended (5 U.S.C. § 552), the Trade Secrets Act, as amended (18 U.S.C. § 1905), and the Economic Espionage Act of 1996 (18 U.S.C. § 1831 *et seq.*).

Applicants should be aware, however, that the Recovery Act requires substantial transparency. For example, NTIA is required to make publicly available on the Internet a list of each entity that has applied





for a grant, a description of each application, the status of each application, the name of each entity receiving funds, the purpose for which the entity is receiving the funds, each quarterly report, and other information regarding grantees.

Some of the elements in this application will be made publicly accessible through the application database available at www.broadbandusa.gov per Section VI. D. of the NOFA. As stated in the NOFA, those elements of the application that will be publicly displayed are: 1) the identity of the applicant and general applicant and project information; 2) an executive summary of the project; and 3) the federal grant request and cost match. Thus, NTIA will make the following information in the application publicly available: 1) the name and location of the applicant organization; 2) the name, phone number, and email address of the primary point of contact; 3) the project title and description; 4) the executive summary; 5) the total federal grant request and total match amount; and 6) the states in which the project will provide service.

1.10.5 Upload Templates

Applicants will be required to upload a number of documents using provided templates, including Detailed Budget, Waivers, Community Anchor Institution Detail, BTOP Certifications, SF-424A Budget, and SF-424B Assurances – Non-Construction. NTIA intends to use the information contained within some of these templates to perform automated processing and analysis. In order to ensure an expeditious review of the Applicant's application, these documents **must be uploaded in the same file type as the provided template or as indicated in the instructions in the template**. In addition, the formatting of each uploaded document **must be consistent with that used in the provided template**. Failure to provide files consistent with the templates will result in NTIA being unable to automatically process the Applicant's application and may result in the delayed processing or rejection of the application. To further clarify how this instruction applies to files uploads, NTIA will provide additional information in both the relevant sections of this Grant Guidance and the templates themselves. **Applicants should ensure that uploaded files are not password protected.**

1.10.6 Uploads without Templates

Applicants will need to upload documents that lack a standardized template. These non-template uploads include letters of support from partners, historical financial statements, a management team and organizational chart, and supplemental information. Easygrants offers instructions on how to best complete these uploads. In general, NTIA recommends that Applicants upload these files in PDF format. **Applicants should ensure that uploaded files are not password protected.**

1.10.7 Material Revisions of Submitted Applications

Per the NOFA, Applicants shall not be permitted to make any material revision to their applications after the submission deadline. NTIA may request or accept clarifications, revisions, or submissions for completeness that are non-material.





1.11 Waivers

Applicants seeking a waiver of the requirements set forth in the NOFA must complete and submit a Waiver Request Form with their application by the application deadline. Applicants seeking a waiver of the prohibition on the sale or lease of assets (section IX.C.2.b. of the NOFA) may request the waiver at any time during the life of the facilities or equipment. A separate form must be completed and submitted for each waiver the Applicant requests. To be considered by NTIA, Applicants must provide contact information, project information, the type of waiver requested, and a summary of the waiver request responsive to the respective information requested below. Applicants failing to submit the required information will not have their waiver requests considered. Applicants may attach supporting documentation with their requests.

1.11.1 *Matching Waiver*

Applicants seeking a waiver of the matching requirement pursuant to section 6001(f) of the Recovery Act and section V.C.2. of the NOFA should address and discuss the following information in their summary of the waiver request: a full and detailed explanation demonstrating its “financial need” for the waiver of the matching requirement and an explanation of why they are unable to provide the required 20 percent matching share. Applicants should also provide documentation of their inability to provide the required 20 percent matching share, such as: documents that include the Applicant’s assets, liabilities, operating expenses, and revenues from any existing operations; documents demonstrating a denial of funding from a public or private lending institution; or any other documents that demonstrate financial need. Note that mere statements of financial need or budget reductions without supporting documentation will not be viewed favorably. Finally, Applicants should explain how the project can be sustainable if they cannot provide the 20 percent matching share.

1.11.2 *Sale or Lease of Assets Waiver*

Applicants seeking a waiver of the prohibition of the sale or lease of assets pursuant to section IX.C.2.b. of the NOFA should address the following information in their summary of the waiver request: explain whether the transaction is for adequate consideration; explain whether the purchaser or lessee agreed to fulfill the terms and conditions relating to the project after such sale or lease; and describe how the transaction is in the best interests of those served by the project. Applicants should also provide documentation supporting why the waiver should be granted.

1.11.3 *Buy American Waiver*

Applicants seeking a waiver of the Buy American provision should comply with section 1605 of the Recovery Act, applicable OMB guidance on the Recovery Act, and section X.Q. of the NOFA.

As stated in the NOFA, on July 1, 2009, the DOC published a notice in the *Federal Register* stating that the Secretary of Commerce issued a blanket waiver of the Buy American provision with respect to BTOP funds used for broad categories of broadband equipment listed below:





Type of Broadband Equipment	Purpose of the Broadband Equipment
Broadband Switching Equipment	Equipment necessary to establish a broadband communications path between two points.
Broadband Routing Equipment	Equipment that routes data packets throughout a broadband network.
Broadband Transport Equipment	Equipment for providing interconnection within the broadband provider's network.
Broadband Access Equipment	Equipment facilitating the last mile connection to a broadband subscriber.
Broadband Customer Premises Equipment and End-User Devices	End-user equipment that connects to a broadband network (including PCs and monitors).
Billing/Operations Systems	Equipment that is used to manage and operate a broadband network or offer a broadband service.

Accordingly, Applicants should **not** request a waiver for broadband equipment that falls within any of these categories. Note, however, that this list does not include fiber optic cables, coaxial cables, cell towers, and other facilities that are produced in the United States in sufficient quantities to be reasonably available as end products.

Applicants seeking a waiver in order to use broadband equipment or goods that are not covered by the Secretary's waiver should address the following information in their summary of the waiver request: describe the specific broadband equipment, facilities, or goods for which the waiver is sought; the statutory exemption upon which the waiver request relies; and explain the rationale for receiving a waiver. Applicants should also provide documentation supporting why the waiver should be granted.

Note that private entity projects are exempt from the provision, as the Buy American provision applies only to public works and public buildings. If the Applicant forms a public-private partnership (e.g., a corporation partnering with a local government), it will be treated as "public" and subject to the Buy American provision.

1.11.4 *Discretionary Waivers*

1.11.4.1 *In General*

Applicants seeking a general waiver of a requirement pursuant to section X.N. of the NOFA should address the following information in their summary of the waiver request: specify the provision of the NOFA from which the Applicant is seeking relief; explain whether the requirement is a discretionary requirement rather than a requirement mandated by statute or other applicable law; and explain the extraordinary circumstances the Applicant is facing that require a waiver. The Applicant should also provide documentation supporting why the waiver should be granted.





1.11.4.2 Waiver of the Electronic Filing Requirement

Pursuant to section X.N. of the NOFA, an Applicant may seek a waiver of the electronic filing requirement set forth in section VI.E. of the NOFA and request that NTIA accept its application in another format (e.g., paper). As stated in section X.N., it is the general intent of NTIA not to waive any of the provisions set forth in the NOFA. However, under extraordinary circumstances and when it is in the best interest of the federal government, NTIA may grant relief. Thus, Applicants seeking a waiver of the electronic filing requirement must specifically set forth in writing the extraordinary circumstances faced, why they cannot file electronically, and why it is in the best interest of the federal government to grant relief. To the extent that Applicants petition for relief of the electronic filing requirement and intend to submit a paper application, the written waiver requests must be submitted along with the paper application by the deadline set forth below.

Waiver requests and accompanying paper applications must be **received** by NTIA no later than **5:00 p.m. EDT on March 15, 2010**. When seeking to apply in a paper format, the Applicant assumes all risk of not meeting this deadline. Paper applications can be found at www.broadbandusa.gov, and the submitted paper application must comply with all of the following guidelines.

The application must be typed, single-sided, single-spaced, on 8 ½" x 11" paper, excluding maps, diagrams, and charts. The font must be no less than 12 points with margins no less than one inch. The Applicant must also submit a copy of its application on an appropriate electronic medium, such as a DVD, CD-ROM, or flash drive. Each submission must also be clearly labeled with the name of the applicant, a description of each submission (e.g., Attachment M), and the electronic format used (e.g., Word 2007 or Adobe Acrobat 7.0). Please note that NTIA will not accept paper applications via facsimile machine transmission or via electronic mail.

An Applicant filing in a paper format must submit an application signed by an authorized representative of the Applicant certifying that he or she is authorized to submit the application on behalf of the Applicant and that all of the contents of the application are true and correct to the best of his or her knowledge, information, and belief.

Waiver requests and paper applications must be mailed, shipped, or sent overnight express to:

**Broadband Technology Opportunities Program
National Telecommunications and Information Administration
U.S. Department of Commerce
1401 Constitution Avenue, NW
HCHB, Room 4887
Washington, DC 20230**





Or hand-delivered to:

**Broadband Technology Opportunities Program
National Telecommunications and Information Administration
U.S. Department of Commerce
1401 Constitution Avenue, NW
HCHB, Room 1874
Washington, DC 20230**

Room 1874 is located at entrance #10 on 15th Street NW, between Pennsylvania and Constitution Avenues.

United States Postal Service Priority Mail, First Class Mail, and Parcel Post packages delivered to the Department of Commerce are irradiated. Irradiation could result in damage to the contents, or delay the delivery of an application to the BTOP Office. Thus, Applicants are encouraged to consider the impact of these procedures in selecting their chosen method for application delivery.

1.12 Final Considerations

APPLICATION BEST PRACTICES
Before applying, Applicants should fully read the NOFA and Grant Guidelines for this round of BTOP funding as well as applicable OMB circulars governing administrative requirements, cost principles, and audits.
Applicants may receive funding only for costs established in the NOFA as eligible costs for the appropriate project category.
If an Applicant fails to submit a fully complete application, including all required supplemental materials, or fails to provide at least a 20 percent cost share or to request a waiver, the application will not be reviewed or considered for an award.
The Review and Submit page shows all of the submission validation checks. The Applicant should review this page throughout the application process. NTIA recommends that Applicants refer to this page after the completion of each application section in order to ensure that all required fields are properly filled out.





Once the application has been submitted, it is presumed that the application is final, and the Applicant will no longer be able to make changes to the application.

The SBA category will fund innovative projects that promote broadband demand and affordability. Projects providing broadband education, awareness, training, access, equipment, or support, particularly among vulnerable population groups where broadband technology has traditionally been underutilized, will be considered in this category. Projects should describe the barriers to adoption in a given area, especially among vulnerable populations, and propose an innovative and persuasive solution to achieve increased adoption. After establishing a subscribership baseline in a given community, the Applicant must demonstrate a clear ability to measure and sustain the expected increase in broadband adoption without federal grant assistance.

The Applicant should demonstrate a sustainable increase in demand for subscribership to broadband services. Successful Applicants will show how demand stimulation strategies, such as awareness-building, development of relevant content, and demand aggregation, would promote sustainable broadband adoption.





2 Acknowledgement of Notices

Broadband USA

Submit Application - Sustainable Broadband Adoption (Easygrants ID: 359)
Acknowledgement - b b

Acknowledgement

Before applying, applicants should fully read the Notice of Funds Availability ("NOFA") and Grant Guidelines for Round 2 of BTOP funding. Among other things, applicants should be familiar with the following rules and requirements:

- If an applicant fails to submit a fully complete application, including all required supplemental materials, or fails to provide at a 20% cost share or request a waiver, the application will not be reviewed or considered for an award.
- Applicants must commit to substantially completing their project within two years after the issuance of the grant, and to finishing the project within three years.
- Applicants must successfully demonstrate that the project could not be implemented without federal grant assistance.
- Applicants may receive funding only for costs established in the NOFA as eligible costs for the appropriate project category.
- Applicants receiving awards will be subject to quarterly federal reporting requirements and other post-award regulations as specified in the NOFA.
- Applicants that are not exempt from taxation should consult with their tax advisors regarding the potential tax consequences of BTOP grants. For an example of the analysis that the Internal Revenue Service may apply to BTOP grants, please see www.irs.gov/pub/irs-droptn-03-18.pdf. Federal taxes are not an eligible cost under Federal grant programs such as BTOP.
- In advance of accepting a BTOP award from NTIA, Applicants should review the Department of Commerce's grant award document, the CD-450 "Financial Assistance Award". Applicants should also familiarize themselves with the Department of Commerce's standard terms and conditions for grants. See "Financial Assistance Standard terms and Conditions".
- **IMPORTANT NOTICE:** Some of the elements in this application will be made publicly accessible through the application database available at www.broadbandusa.gov per Section VI. D. of the NOFA. As stated in the NOFA, those elements of the application that will be publicly displayed are: 1) the identity of the applicant and general applicant and project information; 2) an executive summary of the project; and 3) the federal grant request and cost match. Thus, NTIA will make the following information in the application publicly available: 1) the name and location of the applicant organization; 2) the name, phone number, and email address of the primary point of contact; 3) the project title and description; 4) the executive summary; 5) the total federal grant request and total match amount; and 6) the states in which the project will provide service.

Please check the box below to acknowledge that you have read the above notices as well as the applicable rules in the NOFA governing this program.

☐ I acknowledge the above statement.

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Acknowledgement

Question: Before applying, Applicants should fully read the Notice of Funds Availability ("NOFA") and Grant Guidelines for Round 2 of BTOP funding. Among other things, Applicants should be familiar with the following rules and requirements. Applicants must check the box below to acknowledge that they have read the above notices as well as the applicable rules in the NOFA governing this program.

As the first step in completing the SBA application, NTIA requires that the Applicant acknowledge that it has read and is aware of all of the BTOP rules and requirements. Each Applicant is required to review the above list of items and check a box at the beginning of the Easygrants application to indicate acknowledgement of these rules as well as the applicable rules in the NOFA governing this program. The NOFA is available at www.broadbandusa.gov. Please refer to the NOFA for further information about the definitions referenced in this list or the intent of the various rules.

It is important that the Applicant and all members of its team become familiar with the program rules in place for this round of the BTOP program and to review the NOFA, even if they are already familiar with the rules from the first round of funding.

By submitting the application, the Applicant certifies that the information and responses in the application are material representations of fact and are true and correct.





3 Contact Information

Broadband USA

Submit Application - Sustainable Broadband Adoption (Easygrants ID: 359)
Contact Information - Applicant Applicant

Instructions
Name and Contact Information of person to be contacted on matters involving this application. ALL INFORMATION ON THIS PAGE WILL BE MADE PUBLICLY AVAILABLE

Project Information
Program: Broadband Non-Infrastructure Programs
Funding Opportunity: Sustainable Broadband Adoption
Funding Cycle: Winter 2010 Sustainable Broadband Adoption

Contact
Name *
Prefix: <None>
Applicant First *
Middle
Applicant Last *
Suffix: <None>
Title
Save

Phone and Fax
Add

E-mail
Add

Primary	Type	E-mail Address	Options
Yes	Business	Applicant2@gmail.com	Edit Delete

Continue
Top

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Contact Information

Please provide complete and accurate name and contact information for the Applicant's primary contact person. NTIA will use the information entered here to contact this person on matters involving the application. It is crucial that the BTOP program has accurate information, including a reliable phone, email, and fax number for rapid correspondence. Reminder: All information provided in the contact section will be made public.

Applications submitted on behalf of multiple organizations should provide contact information for the prime Applicant. Those organizations that serve as partners in the project should be identified at later stages in the application including in the "Executive Summary," in the questions requesting information on partnerships under the "Organizational Readiness" section and in the uploads labeled "Management Team Resumes and Organizational Chart" and "Government and Key Partnerships."





4 Additional Contacts

The screenshot shows the 'Additional Contacts' section of the Broadband USA application form. The header includes the Broadband USA logo and the text 'Submit Application - Sustainable Broadband Adoption (Easygrants ID: 359)'. The left sidebar contains a navigation menu with options like Home, Guidelines, Main, Acknowledgement, Contact Information, Additional Contacts, Organization Information, Authorization, Project Information, Partners, Congressional Districts, Community Anchor, Summary, Demographics, Project Budget, Historical Financials, Project Benefits, Project Readiness, Environmental, Questionnaire, Uploads, Review and Submit, FAQ, and Log Out. The main content area is titled 'Contact Information - Applicant Applicant'. It includes an 'Instructions' section stating that all information will be made publicly available. Below this is the 'Project Information' section, which shows the program as 'Broadband Non-Infrastructure Programs', the funding opportunity as 'Sustainable Broadband Adoption', and the funding cycle as 'Winter 2010 Sustainable Broadband Adoption'. The 'Contact' section contains a form with fields for Name (First, Middle, Last), Prefix, Suffix, and Title. There is a 'Save' button. Below the contact form is the 'Phone and Fax' section with an 'Add' button. The 'E-mail' section contains a table with one entry: Primary: Yes, Type: Business, E-mail Address: Applicant2@gmail.com, with 'Edit' and 'Delete' options. At the bottom of the form are 'Continue' and 'Top' buttons. The footer contains a list of links including Home, Department of Commerce, National Telecommunications Information Administration, Rural Development, USDA.gov, NTIA, Additional Links, Privacy Policy, FOIA, Information Quality Guidelines, Accessibility, RD, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, USA.gov, White House, and Download Adobe Reader 84.

Additional Contacts

The Applicant should provide complete and accurate name and contact information for any additional persons to be contacted on matters involving this application. It is crucial that NTIA has accurate information for alternate points of contact in the event that the primary contact becomes unreachable or is no longer affiliated with the Applicant organization. Please enter a reliable alternate phone, email, and fax number for rapid correspondence.





5 Organization Information

Broadband USA

Submit Application - Sustainable Broadband Adoption (Easygrants ID: 359)
Organization Information - Applicant Applicant

Instructions

1. Enter the DUNS number for the organization applying for this grant/loan.
2. Click the Lookup button. Your request will be sent to CCR to retrieve the data within 24 hours.
3. Review the data from CCR.
4. Click Confirm button. This action cannot be undone.

Project Information

Program: Broadband Non-Infrastructure Programs
Funding Opportunity: Sustainable Broadband Adoption
Funding Cycle: Winter 2010 Sustainable Broadband Adoption

Organization Information

Please enter the DUNS Number for the organization applying for this grant

DUNS Number
* Data from CCR may take up to three (3) days to display.

CCR Lookup Status

DUNS CAGE Number

Legal Business Name

Point of Contact (POC)

Alternate POC

Electronic Business POC

Alternate Electronic Business POC

Additional Organization Information

Type of Organization

Is the organization a small business?

Does the organization meet the definition of a socially and economically disadvantaged small business concern?

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Organization Information

All Applicants are required to provide a DUNS number. Applicants are required to record their DUNS number in the grant application. If the Applicant's organization does not have a DUNS number, call **1-866-705-5711** to obtain a DUNS number, or register online at <http://fedgov.dnb.com/webform>, and **choose the "DUNS number only" option. Please note that registration via the Web site may take over three business days to complete.**

All Applicants also are required to register in the Central Contractor Registration (CCR) database. Organizations that are not registered should go to www.ccr.gov, and click "Start New Registration" to





begin. Applicants will need a valid DUNS number and their organizations' Federal Tax Identification Number to register. **Please note that registration may take up to two business days to process.**

The CCR registration allows for instant confirmation of DUNS registration. Please make sure to enter the correct nine digit number to avoid any delays. The online application will confirm and register the Applicant with a CCR Cage Code. **Please remember, this can take up to 24 hours to complete.**

NOTE: DUNS Numbers

When an application is submitted by multiple entities it must include the DUNS number associated with the lead Applicant. The DUNS numbers for other entities or a new, shared DUNS number are not required for the application process.

If the Applicant receives an award, subrecipients will need to supply DUNS numbers during the post award reporting phase.

Additional Organization Information

Question: Type of Organization. Please select the appropriate classification for your organization from the dropdown menu. Choices include the following:

- State or State Agency
- County Government
- City or Township Government
- District of Columbia
- US Territory
- Indian Tribe
- Non-profit Corporation
- Non-profit Foundation
- Non-profit Institution
- Non-profit Association
- Cooperative or Mutual
- Native Hawaiian Organization
- For-profit Entity
- Other

The Applicant must select the appropriate classification for its organization.





Question: Is the organization a small business?

The Applicant is required to indicate whether its organization is a small business. For the purposes of this program, a small business is a firm that, together with its controlling interests and affiliates, has average gross revenues not exceeding \$40 million for the preceding three years.

Question: Does the organization meet the definition of a socially and economically disadvantaged small business concern?

The Applicant is required to indicate whether its organization meets the definition of a socially and economically disadvantaged small business concern (SDB). Applicants that are SDBs receive additional consideration in the review process. Note that the Applicants need not be certified as a SDB by a third-party, but must meet the definition of a SDB under the Small Business Act (15 U.S.C. § 637(a)(4)).

The Small Business Administration has authorized NTIA to adopt an alternative small business size standard for BTOP's definition of a SDB, which is:

"[A] firm, together with its controlling interests and affiliates, with average gross revenues not exceeding \$40 million for the preceding three years, and that meets the definition of a socially and economically disadvantaged small business concern under the Small Business Act."

To qualify as a SDB, the Applicant must be a small business concern (including its controlling interests and affiliates) with revenues not exceeding \$40 million for the preceding three years, for which one or more socially and economically disadvantaged individuals or an economically disadvantaged Indian tribe or Native Hawaiian organization, control the small business concern's management and daily business operations and unconditionally own at least 51 percent of the business. The Small Business Act defines **socially disadvantaged individuals** as "those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their individual qualities," and **economically disadvantaged individuals** as "those socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business area who are not socially disadvantaged." The Small Business Administration's rules for determining socially disadvantaged individuals (13 CFR § 124.103) and economically disadvantaged individuals (13 CFR § 124.104) are available online at <http://www.sba.gov/regulations/124/>. NTIA may request documentation supporting the Applicant's status as a SDB before granting an award.

NOTE: Socially and Economically Disadvantaged Small Business Concerns

A for-profit corporation does not need to be to be a SDB to be eligible to apply for funding (see NOFA section V.A.). All types of for-profit corporations are eligible to apply for funding. Applications in which the Applicant is a SDB or partners or contracts with a SDB are given additional consideration (see NOFA sections VII.A.2.a.iv.).





6 Authorization

Authorized Organizational Representative

Question: Please select the Authorized Organization Representative from the dropdown.


The Applicant should select its Authorized Organization Representatives (AOR) from the dropdown list. The list of AOR options will be generated from the Applicant's CCR Cage Code, based on the DUNS number provided in the Organizational Information section. After the AOR is selected and the Applicant clicks Confirm, the AOR's name, organization, and email address will appear in the data list. The Applicant should click the Notify button. This will send an email to the selected person that will direct them to Easygrants to authorize the application. Once this has been done, the Applicant will be able to resend this email at any time by clicking the Re-Notify button. Please note that once the AOR has been selected, the Applicant will not be able to alter this selection without contacting the BTOP Helpdesk. Once the AOR has received the email notification, he or she will be able to log into Easygrants, select the Applicant's information, review basic application information, and authorize the application. Once the AOR has completed this process, the Authorization page will show in the Result column that the application has been authorized.





7 Project Information

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Submit Application - Sustainable Broadband Adoption (Easygrants ID: 359)
Project Information - Applicant Applicant

Instructions

Enter information about the project below.

Project Information

Program:	Broadband Non-Infrastructure Programs
Funding Opportunity:	Sustainable Broadband Adoption
Funding Cycle:	Winter 2010 Sustainable Broadband Adoption

Project Description

Project Title *

Project Description *

Limit: 400 characters

Other Applications

Is this application being submitted in coordination with any other application being submitted during this round of funding, or with an application that received an award in the previous round of funding?

☐ Yes ☐ No

[Add](#)

If YES, please explain any synergies and/or dependencies between this project and any other applications. [Add/Edit](#)

Individual Background Screening

Is the Applicant exempt from the Department of Commerce requirements regarding individual background screening in connection with any award resulting from this Application? (Select One)

☐ Yes, Applicant is exempt because it is an accredited college or university

☐ Yes, Applicant is exempt because it is a unit of a state or local government

☐ Yes, Applicant is exempt because it is an Economic Development District (EDD) designated by the Department of Commerce Economic Development Administration, has an EDD designation pending, or is a council of governments

☐ No, Applicant is subject to these requirements

If the answer to the above question is "No," please identify each key individual associated with the Applicant who would be required to complete Form CD-346, "Applicant for Funding Assistance," in connection with any award resulting from this Application:

[Add](#)

Essay Question: Executive Summary, Project Purpose, and Benefits

Click "Add" to enter the Executive Summary of the proposed project [Add/Edit](#)

Click "Add" to enter the Project purpose [Add/Edit](#)

Click "Add" to enter the Recovery Act and Other Governmental Collaboration [Add/Edit](#)

Click "Add" to enter the Technology Strategy [Add/Edit](#)

Click "Add" to enter the Innovative Approach [Add/Edit](#)

Is the applicant is seeking a waiver of the Buy American provision pursuant to section x.Q of the NOFA?

☐ Yes ☐ No

If YES is selected, you are required to submit additional documentation.

Is the applicant delinquent on any federal debt?

☐ Yes ☐ No

If YES, click "Add" to enter the please provide your justification for delinquency. [Add/Edit](#)

Are you seeking a waiver of any requirement set forth in the NOFA that is not mandated by statute or applicable law?

☐ Yes ☐ No

If YES is selected, you are required to submit additional documentation.

[Save](#) [Save and Continue](#)

[Top](#)

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Project Description

Question: Project Title

The Applicant must provide a title for its project, one that is descriptive and illustrates the purpose of the project.

Question: Project Description

The Applicant should provide a few short sentences to describe the project. Because this brief description of the project will appear on publicly accessible web sites, the Applicant should ensure that it describes the project fairly and in the light the Applicant wants the public to see its proposals. For the same reason, the Applicant should avoid including any confidential or proprietary information in this description. It is useful for project descriptions to highlight the key theme or purpose of the project, along with briefly answering the 'who,' 'what,' 'when,' 'where,' and 'why' of the proposal. The key theme identified in the project description should be carried throughout the application.

This response is limited to 400 characters.

Other Applications

Question: Is this application being submitted in coordination with any other application being submitted during this round of funding, or with an application that received an award in the previous round of funding?

If the Applicant has submitted, or plans to submit, any other related applications for BTOP funds in this round of funding, please indicate the Easygrants ID and Project Title for those applications in the table. If one entity provides complementary submissions for more than one BTOP category, the Applicant will receive additional consideration under the evaluation of Project Purpose. Applicants will need to begin applications in Easygrants for each coordinated project in order to obtain an Easygrants ID.

Question: If YES, please explain any synergies and/or dependencies between this project and any other applications. Describe how the projects are related, and detail any synergies created by the projects. Also the Applicant should note any dependencies this application may have on other applications and explain what contingency plans, if any, it has in the event the other project does not receive an award.

The Applicant is required to explain the synergies and/or dependencies between this project and other applications. As an example, a SBA Applicant may be coordinating its application with a CCI application. The ability of the SBA Applicant to complete its project may depend on the success of the CCI application. This is the type of dependency that should be stated in this section.

This response is limited to 3000 characters.





Individual Background Screening

Question: Is the Applicant exempt from the Department of Commerce requirements regarding individual background screening in connection with any award resulting from this application?

The DOC Grants and Cooperative Manual (the Grant Manual) requires individual background screening of project key individuals associated with each Applicant in connection with any NTIA decision to fund a BTOP project, unless the Applicant is within one of the exemptions to this rule. Each Applicant must make the determination whether it is exempt, using the guidance below.

The following Applicants are **EXEMPT** from the individual background screening process, and key individuals associated with these Applicants are therefore not required to complete individual background screening:

- An accredited college or university;
- A unit of a state or local government; or
- An economic development district designated by the DOC Economic Development Administration, including those entities whose designations are pending, and councils of governments.

All other Applicants are **NON-EXEMPT** and must complete the subsequent question by identifying key individuals associated with the proposed project.

Question: If the answer to the above question is "No," please identify each key individual associated with the Applicant that would be required to complete Form CD-346, "Applicant for Funding Assistance," in connection with any award resulting from this application.

If the Applicant answered "No," then it is *not exempt* from the individual background screening requirement. Key individuals associated with the non-exempt Applicant must comply with the background screening requirements in connection with any NTIA decision to fund a BTOP award to the Applicant. In general, each key individual may comply with this requirement by filing with NTIA a properly completed Form CD-346, "Applicant for Funding Assistance," containing the individual's original signature. BTOP program staff members will request this form from the Applicant as part of the due diligence process when reviewing the application. **DO NOT submit any completed CD-346 Forms at this time.**





The Applicant should provide the name, title, and employer of each key individual associated with the Applicant, as defined in the following chart:

Form of Applicant Entity	Key Individuals
Corporation/LLC	Each officer Each individual owning or controlling 20 percent or more of the enterprise Chief Financial Manager Project Manager Anyone else who can speak for the corporation in the management of the award or expend funds
Non-profit Organization	Executive Director Project Manager Chief Financial Manager Anyone else who can speak for the organization in the management of the award or expend funds

Do not list as a key individual any elected official of a state or local government who is serving the Applicant in a capacity other than his or her elected capacity when applying for assistance. Such officials are exempt from the individual background screening requirement and are not required to submit Form CD-346.

Essay Question: Executive Summary, Project Purpose, and Benefits

Essay Question: Executive Summary, Project Purpose, and Benefits

Click "Add" to enter the Executive Summary of the proposed project	Add/Edit
Click "Add" to enter the Project purpose	Add/Edit
Click "Add" to enter the Recovery Act and Other Governmental Collaboration	Add/Edit
Click "Add" to enter the Technology Strategy	Add/Edit
Click "Add" to enter the Innovative Approach	Add/Edit
Is the applicant is seeking a waiver of the Buy American provision pursuant to section x.Q of the NOFA? <input type="radio"/> Yes <input type="radio"/> No If YES is selected, you are required to submit additional documentation.	
Is the applicant delinquent on any federal debt? <input type="radio"/> Yes <input type="radio"/> No If YES, click "Add" to enter the please provide your justification for delinquency.	
Add/Edit	
Are you seeking a waiver of any requirement set forth in the NOFA that is not mandated by statute or applicable law? <input type="radio"/> Yes <input type="radio"/> No If YES is selected, you are required to submit additional documentation.	

Select "Add/Edit" to answer the Essay Questions.





Question on Executive Summary of the Proposed Project: Please provide an Executive Summary of the proposed Project. The Executive Summary should be a brief description of the Project, and may address the following topics:

- a. A statement of the problem or need your project addresses with regard to improving broadband service adoption rates.
- b. Your overall approach to addressing the need, and how your approach is innovative.
- c. Area(s) to be served; population of the target area(s), including demographic information; and the estimated number of potential broadband subscribers your project will reach.
- d. Qualifications of the applicant that demonstrate the ability to implement the project and achieve its intended results.
- e. Jobs to be saved or created.
- f. Overall cost of the proposed project.

Applicants should provide a clear and compelling description of the project and a justification for why it should be selected for funding. The reviewers will read this section for a high-level, but comprehensive, introduction to the project. Applicants should be clear about the project's benefits—discussing, for example, the number of new broadband subscribers or broadband users to be generated by the project, the involvement of community anchor institutions, SDBs, or community colleges in the project, the project's impact on vulnerable populations. The summary should avoid highly technical terminology or jargon unless it is integral to the understanding of the proposal. NTIA suggests the summary be written last, after the Applicant has completed all other sections of the application. An Applicant with involvement from multiple organizations and key partners (subrecipients) should describe those relationships broadly here. For this summary, the Applicant may include high-level financial figures, budgetary information, matching contribution, etc. It is important that the numbers presented in this section are consistent throughout the entire application. ***The Executive Summary should not introduce new information not included elsewhere in the application.*** Note that the Executive Summary will be made publicly available. The Applicant should avoid including any confidential or proprietary information in this description.

This response is limited to 9000 characters.





NOTE: Executive Summary

Be sure to include the following in the Executive Summary:

- A problem statement;
- A description of the proposed program solution, the causal relationship between the program's action and its intended results;
- A quantitative description of the population served per year, per program element (e.g., outreach, education, computer give-away);
- A description of the Applicant's qualifications and partnerships and how those partnerships help reach the program's goals; and
- A short summary of jobs created/saved.

Question on Project Purpose: Describe the purpose of the project and how it supports the statutory objectives of the BTOP program (refer to Grant Guidance). Please include information to support your assumptions relative to the following.

- Project addresses compelling problem or presents an opportunity consistent with the BTOP statutory goals;
- Project offers an effective solution to that problem or addresses the opportunity;
- Proposed solution demonstrates broad significance and includes developments that can be replicated to improve future projects;
- Whether the proposed funded service area is in an unserved or underserved area; and

The extent to which the project addresses more than one statutory purpose.

The Applicant must explain how its projects relate to BTOP's statutory purposes. Section 6001 of the Recovery Act sets forth five core purposes:

1. Provide access to broadband service to consumers residing in unserved areas of the country;
2. Provide improved access to broadband service to consumers residing in underserved areas of the country;
3. Provide broadband education, awareness, training, access, equipment, and support to schools, libraries, medical and health care providers, community colleges and other institutions of higher learning and other community support organizations, including organizations that provide outreach, access, equipment, and support services to facilitate greater use of broadband services by vulnerable populations, including job-creating strategic facilities located in state or federally designated economic development areas;
4. Improve access to, and use of, broadband service by public safety agencies; and





5. Stimulate the demand for broadband, economic growth, and job creation.

The statute also directs NTIA to consider whether applications will enhance service for health care delivery, education, or children.

The Applicant should identify specifically how and to what degree its application would achieve one or more of these statutory purposes. Applications that substantially address multiple statutory purposes will receive additional consideration, but it is not necessary to address multiple purposes in order to receive a high score for this criterion. If the Applicant is coordinating this project with one or more other projects, including projects in another category (e.g., a CCI project), it should explain how the projects fit together to serve BTOP's multiple statutory purposes.

The Applicant's response to this question is its opportunity to present a compelling rationale for the project it is proposing. It should describe the problem(s) the Applicant is trying to solve in specific detail and include background information that supports its case. For example, if the Applicant is a community organization planning to work with a low-income population to increase use of broadband, it might cite the specific needs of this group for services to help raise income, employment, or education levels. These might include online training or certification classes, GED courses, or home-based businesses.

The Applicant's project purpose should describe how, as a result of the project being funded, this identified problem will be solved. Please include a subscribership baseline in a given community and provide a clear methodology for how the expected increase in subscribership will be measured, with reasonable targets to gauge success.

This response is limited to 6000 characters.

Question on Recovery Act and Other Governmental Collaboration: Describe how the project will leverage Recovery Act objectives or other federal or state development programs. Please identify the programs themselves and the dollar value of those programs. In addition, specify how collaboration can lead to greater project efficiencies.

Applicants are encouraged to collaborate with other federal or state government programs, including any other Recovery Act programs. Some examples of federal programs are listed below:

- **Department of Housing and Urban Development**
 - Public Housing Capital Fund Program
 - Native American Housing Block Grant
 - Assisted Housing Green Retrofit Program
- **National Science Foundation**
 - Academic Research Infrastructure Program: Recovery and Reinvestment (ARI-R2)
 - Major Research Instrumentation Program (MRI-R2)
- **Department of Health and Human Services**
 - Federal and state designated entity grants for use of electronic health information
 - Health IT Beacon Community Program





- **Department of Energy**
 - Smart Grid Investment Program
- **Department of Transportation**
 - Assistance for High Speed Rail Corridors and Intercity Passenger Service Program
- **Appalachian Regional Commission**
 - Area Development Program
- **Delta Regional Authority**
 - State grant funding program

This response is limited to 3000 characters.

Question on Technology Strategy: Explain the technical and operational details of your project and how your approach is an effective and appropriate means of creating sustainable adoption in your target population.

The Applicant must present the details of its operational plans and describe how its approaches are innovative and replicable. The Applicant does not need to repeat information presented in other answers. The focus in this section should be on how projects will be carried out, and whether proposed models are models that others can replicate or adapt.

To the extent the project includes technical components, the strategy should outline the major types of equipment and technology the Applicant will use and explain how the Applicant will ensure a reliable, secure, and user-friendly system. The Applicant should be sure to clearly list and describe the hardware, software, and technical peripherals in its plan as well as whether special equipment and software will be available only at specific locations. If applicable, submit any network design or technical implementation plans.

This response is limited to 3000 characters.

Question on Innovative Approach to Sustainable Broadband Adoption: Please describe how your approach to the problem of increasing broadband adoption rates is innovative, and explain why it improves upon conventional approaches to encouraging adoption. Programs may provide broadband education, awareness, training, access, equipment and/or support.

The Applicant should summarize how the program will create a sustainable increase in broadband demand within the area and populations targeted by its proposal with a particular focus on innovative aspects of the proposal. NTIA is seeking projects that will not only have a direct beneficial effect, but that may also demonstrate the viability of new approaches or techniques.

This response is limited to 3000 characters.





Question: Is the Applicant seeking a waiver of the Buy American provision pursuant to section x.Q of the NOFA? If YES is selected, you are required to submit additional documentation.

The Recovery Act “Buy American” provision generally prohibits the use of Recovery Act funds for the construction, alteration, maintenance, or repair of a public building or public work unless all of the iron, steel, and manufacturing goods used in the project are produced in the United States. Note that private entity projects are exempt from the provision, as the Buy American provision applies only to public works and public buildings. If the Applicant forms a public-private partnership (e.g., a corporation partnering with a local government), it will be treated as “public” and subject to the Buy American provision.

See section 1.11.3 above for a discussion of waiver of the Buy American provision.

Question: Is the Applicant delinquent on any Federal debt? If YES, please provide justification for delinquency.

The Applicant should indicate whether it is delinquent on any federal debt. If the answer is “Yes,” the Applicant should submit an explanation.

This response is limited to 1500 characters.

NOTE: Federal Debt

Consistent with DOC policy, no award of federal funds shall be made to an Applicant that has an outstanding delinquent federal debt until:

- The delinquent account is paid in full;
- A negotiated repayment schedule is established and at least one payment is received; or
- Other arrangements satisfactory to the DOC are made.

Question: Are you seeking a waiver of any requirement set forth in the NOFA that is not mandated by statute or applicable law? If YES, Applicant is required to add additional information in the waiver document located in the “uploads” section of the application.

The Applicant may request a waiver of any requirement set forth in the NOFA that is not mandated by statute or applicable law. See section 1.11 above for a discussion of waiver requests.





8 Partners

Broadband USA

Submit Application | Sustainable Broadband Adoption (Easygrants ID: 359) | Partners - Applicant Applicant

Instructions
Please provide information on project partners.

Project Information
Program: Broadband Non-Infrastructure Programs
Funding Opportunity: Sustainable Broadband Adoption
Funding Cycle: Winter 2010 Sustainable Broadband Adoption

Partners
Are you partnering with any other key institutions, organizations, or other entities for this project?
☐ Yes ☐ No
If YES, a letter of commitment from all key partner(s) will be required. Upload all letters of commitment in the "Uploads" section of the application.
If YES, Click "Add" to add your key partners below and provide the requested information.
[Add](#)

Partners Description
Please provide a description of the involvement of the partners listed above in the project.
[Add/Edit](#)
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Partners

Question: Are you partnering with any other key institutions, organizations, or other entities for this project?

If YES, the Applicant should include its key partners on this page and provide a letter of commitment from each key partner in the Upload section, see section 17.2 below. Key partners should generally be entities that have contributed or will contribute to the planning, development, and execution of the project, or will contribute to the non-federal cost share.

Partners Description

Question: Please provide a description of the involvement of the partners listed above in the project. If applicable, describe the roles of the project partners, including any contributions to funding, planning, implementing, managing, or operating the proposed network. Please clarify any potential benefits that the partners will receive from the project (e.g., free or discounted access to dark fiber). Also discuss the project's general approach to involving local communities in the project area. You will be asked to provide letters of commitment or support from key partners in the upload section.





The Applicant should describe all agencies and key partners involved with the project, as well as the role these agencies play in the success of the project. Note that while the question text refers to partner participation in a proposed network, for SBA projects (which will generally not involve constructing a network) this should be interpreted as meaning the proposed project. The Applicant should also illustrate the level of local community participation in the proposed project. Please identify organizations from the public, non-profit, and private sectors, with particular attention to community anchor institutions and public safety entities, that will be involved in the project. The Applicant should also outline each organization's planned role in the project and any financial or equipment contributions. It is encouraged that the Applicant submit documentation, such as letters of support, from each of the organizations that will be involved in the project. The Applicant must provide the name and address for each partner organization, as well as the name and contact information (at minimum, a phone number or email address) of a contact person at each partner organization.

This response is limited to 6000 characters.


NOTE: Key Partners Description

The purpose of this essay is to provide a coherent picture to the BTOP program of how the various partners in the proposed project fit together. It is important to clarify the responsibilities of each party, the benefits that accrue to each party and the specific, if any, financial arrangements among the parties.





Partners (continued)



Broadband USA

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 RBI Partners Editor - Applicant Applicant

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Instructions

Enter the requested information for partners.

Project Information

Program:	Broadband Non-Infrastructure Programs
Funding Opportunity:	Sustainable Broadband Adoption
Funding Cycle:	Winter 2010 Sustainable Broadband Adoption

Partners

Prefix	<input type="text" value="<None>"/>
First *	<input type="text"/>
Middle	<input type="text"/>
Last *	<input type="text"/>
Suffix	<input type="text" value="<None>"/>
Title	<input type="text"/>
Organization *	<input type="text"/>
Project Role *	<input type="text" value="<None>"/>
Address 1 *	<input type="text"/>
Address 2	<input type="text"/>
Address 3	<input type="text"/>
City *	<input type="text"/>
State/Province *	<input type="text" value="<Select>"/>
Zip/Postal Code *	<input type="text"/>
Region	<input type="text"/>
Country *	<input type="text" value="United States"/>
Phone (Business) *	<input type="text"/> <div style="margin-left: 20px;">Extension <input type="text"/></div>
Enter Numbers Only	
E-mail (Business) *	<input type="text"/>
Organization Type *	<input type="text" value="<Select>"/>
Is your key partner(s) a small business?	<input type="text" value="<Select>"/>
Does the organization(s) meet the definition of a socially and economically disadvantaged small business concern?	<input type="text" value="<Select>"/>

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The Applicant must provide information on each partner, including contact information.

The Applicant must specify the partner's role in the project as either a contractor, sub-recipient, in-kind third party contributor, or other. A sub-recipient is a party that performs work to accomplish a public purpose of a grant project. Laws, regulations, and programmatic requirements that would apply to a grant recipient also apply to sub-recipients. It may in some cases be difficult to distinguish between a contractor and a sub-recipient. OMB Circular A-133 (http://www.whitehouse.gov/omb/circulars_a133/) provides some guidelines on distinguishing between the two.

Characteristics indicative of a sub-recipient:

1. The organization determines who is eligible to receive what federal financial assistance.





2. The organization has its performance measured against whether the objectives of the federal program are met.
3. The organization has responsibility for programmatic decision making.
4. The organization has responsibility for adherence to applicable federal program compliance requirements.
5. The organization uses federal funds to carry out a program of the organization as compared to providing goods or services for a program of the pass-through entity.

Characteristics indicative of a contractor:

1. The organization provides goods and services within normal business operations.
2. The organization provides similar goods or services to many different purchasers.
3. The organization operates in a competitive environment.
4. The organization provides goods and services that are ancillary to the operation of the federal program.
5. The organization is generally not subject to compliance requirements of the federal program, although must adhere to some of the requirements as set forth in the applicable OMB circulars as related to contractors and subcontractors.

For more information on sub-recipients, please see OMB Circular A-133, the applicable OMB circulars for Uniform Administrative Requirements at <http://www.broadbandusa.gov/compliance.htm> and DOC Federal Assistance Law Division guidance at <http://www.ogc.doc.gov/ogc/fl/fald/itl/vol-13.doc>.

Question: Organization Type:

- State or State Agency
- County Government
- City or Township Government
- District of Columbia
- US Territory
- Indian Tribe
- Non-profit Corporation
- Non-profit Foundation
- Cooperative or Mutual
- Native Hawaiian Organization
- For-profit Entity
- Other

The Applicant is also required to identify the partner's organization type. Please select from the options available.





Question: Is your key partner a small business?

The Applicant is required to indicate whether its key partner is a small business. Please see section 5 above for a discussion of the definition of a small business as it applies to BTOP.

Question: Does the organization meet the definition of a socially and economically disadvantaged small business concern?

The Applicant is required to indicate whether the key partner is a socially and economically disadvantaged small business concern (SDB). Please see section 5 above for a discussion of the definition of a SDB as it applies to BTOP.


NOTE: Lead Applicant

When multiple organizations are involved in a project the lead Applicant must be able to enter into a Grant Agreement with NTIA and be willing to assume financial and operational responsibility for the project. If the project is awarded a BTOP grant, the lead applicant becomes the prime recipient. The Lead Applicant should have experience implementing projects of similar size and scope.





9 Congressional Districts



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Congressional Districts - Applicant Applicant

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Instructions

Please answer the following questions about the areas served by the proposed project.

Project Information

Program: Broadband Non-Infrastructure Programs
Funding Opportunity: Sustainable Broadband Adoption
Funding Cycle: Winter 2010 Sustainable Broadband Adoption

Congressional Districts

Applicant Headquarters: <Select>

Project Service States

Available

Alabama
Alaska
American Samoa
Arizona
Arkansas
California
Colorado
Connecticut
Delaware
District of Columbia
Federated States of Micronesia
Florida
Georgia
Guam
Hawaii

Add
Remove
Add All
Remove All

Selected

Load Project Service Areas

Project Service Areas

Available

Add
Remove
Add All
Remove All

Selected

Will any portion of your proposed project serve federally recognized tribal entities?
☐ Yes ☐ No

Indicate each federally recognized tribal entity your proposed project will serve.

Available

Add
Remove

Selected

Have you consulted with each of the federally recognized tribal entities identified above?
☐ Yes ☐ No

Save Save and Continue
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Congressional Districts

The Applicant is required to select the location of its headquarters from the dropdown menu. Next, the Applicant should select the appropriate states of the Project Service areas by highlighting the state name and clicking "Add." After completing the "Project Service States," the Applicant should click on the "Load Project Service Areas" button. The relevant Congressional Districts will appear below in the "Project Service Areas." The Applicant should indicate the Congressional District(s) in which the project will provide service and select "Add." Additional guidance on Congressional Districts may be found at <http://www.nationalatlas.gov/printable/congress.html> with maps of each Congressional District.

If the Applicant adds or removes states from the "Project Service States" box, Easygrants will update the "Project Service Areas" and "Tribal Impact" fields when the page is saved.

Tribal Impact

Question: Will any portion of your proposed project serve Federally recognized tribal entities?

The Applicant is required to answer whether its proposed project would serve federally recognized tribal entities and, if so, to specify which tribal entities the proposed project would serve.

Question: Indicate each Federally recognized tribal entity your proposed project would serve.

The Applicant is required to select each tribal entity the proposed project would serve and add it to the "Selected" section of the question. Please note that some tribes have lands located in more than one state, and the Applicant should ensure that it selects each tribe in all states that its proposed project would serve.

Question: Have you consulted with each of the Federally recognized tribal entities identified above?

The Applicant is strongly encouraged to consult with each of the federally recognized tribal entities that the proposed project would serve before submitting this application. As described in the NOFA, after the application deadline, NTIA will invite each federally recognized tribal entity to comment on applications that propose to serve its members in an effort to fund projects that best meet the needs of the tribal entities.





10 Community Anchor Summary

Community Anchor Institutions

Question: Enter the number of Community Anchor Institutions for each category. Please sum up the total amount of community anchor institutions covered by the proposed project. Update the information as needed.

Please sum up the total number of community anchor institutions covered by the proposed project. Update the information as needed. When counting anchor institutions, the Applicant should identify the number of facilities that will actually be involved in this BTOP project. For example, if a single participating organization will host training activities at multiple facilities (that are community anchor institutions), each facility should be counted.





NOTE: Counting Community Anchor Institutions

Please avoid counting an institution twice, even if it can be allocated to more than one category.

Minority Serving Institutions

Question: Applicants are required to identify the number of Community Anchor Institutions for the following:

Minority Serving Institutions

- Historically Black Colleges and Universities
- Tribal Colleges and Universities
- Alaska Native Serving Institutions
- Hispanic Serving Institutions
- Native Hawaiian Serving Institutions

Total Minority Serving Institutions

Please indicate the number of minority serving institutions in each category that the proposed project intends to include. A minority-serving institution is a post-secondary educational institution with enrollment of minority students exceeding 50 percent of its total enrollment. Note that this summary is separate from the community anchor institution summary above—these minority serving institutions should also be appropriately tallied in that question.





11 Demographics

Broadband USA

Submit Application - Sustainable Broadband Adoption (Easygrants ID: 362)
Demographics - B B

Instructions
Indicate the demographic category or categories your program will serve by completing the questions below.

Project Information
Program: Broadband Non-Infrastructure Programs
Funding Opportunity: Sustainable Broadband Adoption
Funding Cycle: Winter 2010 Sustainable Broadband Adoption

Demographics
Will your proposed project be specifically directed to serve vulnerable population groups?
☐ Yes ☐ No

If "Yes" which vulnerable population groups will your proposed project serve? Check as many as apply:

- ☐ Hispanic
- ☐ Black/African-American
- ☐ Asian
- ☐ Native American or Native Alaskan
- ☐ Native Hawaiian or Pacific Islander
- ☐ English as Second Language (ESL)
- ☐ Disabled
- ☐ Low Income
- ☐ Unemployed
- ☐ Senior Citizen (55 and over)
- ☐ Youth
- ☐ Other

If Other, please explain

Vulnerable Populations

Accessibility

Other Languages

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Demographics

Question: Will your proposed project be specifically directed to serve vulnerable population groups? If "Yes," then which vulnerable population groups will your proposed project serve? Check as many as apply:

- Hispanic
- Black/African-American
- Asian
- Native American or Native Alaskan
- Native Hawaiian or Pacific Islander
- English as Second Language (ESL)
- Disabled
- Low Income
- Unemployed
- Senior Citizen (55 and over)
- Youth
- Other





Question on Vulnerable Populations: Please describe the specific affirmative steps that your program will take to engage and serve each specified vulnerable population checked on the “Demographics” page.

As described in section VII.A.3.b.iv of the NOFA, reviewers will evaluate applications on their proposed level of support for vulnerable populations. Consideration will be given based on the number of vulnerable populations likely to be affected by the project as well as the steps the Applicant plans to take to engage and address the specific needs of those vulnerable populations identified.

The Applicant is required to provide detail explaining how its proposed project will address the needs of each group. The Applicant should provide background data on each group and specifically indicate how its proposed project will engage and serve the groups. If the Applicant has checked more than one vulnerable population group, it is *required* to address each vulnerable population group individually. See the below box for resources provided by the U.S. Census Bureau that can aid Applicants in providing demographic and other information about local vulnerable populations.

The Applicant should fully describe how it identified the vulnerable population groups that the proposed projects will target, and whether the Applicant used its own methodology or one of the sources listed below.

This response is limited to 3000 characters.

NOTE: Demographic Resources

The DataWeb (<http://www.thedataweb.org/index.html>) is a network of online data libraries that the DataFerrett (<http://dataferrett.census.gov/index.html>) uses to access statistical information. Topics include census data, as well as economic, health, income, population, labor, employment, crime, and vital statistics data.

U.S. Census Bureau's Guide to Census Tract Resources (<http://www.census.gov/geo/www/tractez.html>)

U.S. Census Bureau Data Access Tools (<http://www.census.gov/main/www/access.html>)





Question on Accessibility: Please describe the ways in which your center(s) will be accessible and welcoming to people with disabilities and which technologies will be used (*i.e.*, software, adaptive technologies).

If the Applicant indicates that its proposed projects would be specifically directed to serve people with disabilities, it is required to explain how the proposed project would address the needs of people with disabilities, including, for example, which technologies, locations, or other steps would be used to ensure accessibility for individuals with disabilities. Note that while the question text refers to centers, for SBA projects this should be interpreted as referring to all aspects of the proposed program. The Applicant is encouraged to use examples, specifically describing special equipment and software that will be available to users with disabilities. To the extent applicable, responses should address specific disabilities, *e.g.*, blindness, deafness, or severe vision or hearing impairment, conditions that substantially limit one or more basic physical activities such as walking, climbing stairs, reaching, lifting or carrying.

This response is limited to 3000 characters.

Question on Other Languages: Please describe the multilingual training and outreach being offered and which languages it will be in.

If an Applicant indicates that the proposed projects would be specifically directed to serve speakers of English as Second Language (ESL), it is required to indicate the types of multilingual training and outreach initiatives. Explain the goals of each training and outreach initiative and how it would positively impact the groups indicated. Please also describe any special equipment and software that will be available to ESL users.

This response is limited to 3000 characters.





12 Project Budget

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Submit Application - Sustainable Broadband Adoption (Easygrants ID: 359)

Project Budget - Applicant Applicant

Instructions

Please provide budget information on your project below.

Project Information

Program:

Broadband Non-Infrastructure Programs

Funding Opportunity:

Sustainable Broadband Adoption

Funding Cycle:

Winter 2010 Sustainable Broadband Adoption

Project Budget

Please complete estimated funding information for the project according to the following categories:

a. Federal Grant Request

\$

b. Total Match Amount

\$

c. Total Budget

\$

Match Percent

%

Click "Add" for Projects Outside Recommended Funding Range

Add/Edit

Click "Add" to enter the Sustainability

Add/Edit

Outside Leverage

Applicant is providing matching funds of at least 20% towards the total eligible project costs. *

☐ Yes

☐ No, applying for a waiver

If NO is selected, you are required to submit additional documentation.

Click "Add" to describe the matching contributions

Add/Edit

Click "Add" to enter unjust enrichment

Add/Edit

Click "Add" to enter the disclosure of federal and/or state funding sources

Add/Edit

Budget Narrative

Click "Add" to enter the budget narrative

Add/Edit

Click "Add" to describe the budget reasonableness

Add/Edit

Click "Add" to describe the demonstration of need

Add/Edit

Funds to States/Territories

Total \$

Save

Save and Continue

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The Applicant must ensure that its total project budget matches other budget related questions and uploads throughout the application.

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Project Budget

Project Budget

Please complete estimated funding information for the project according to the following categories:

a. Federal Grant Request \$

b. Total Match Amount \$

c. Total Budget \$

Match Percent %

Click "Add" for Projects Outside Recommended Funding Range

Click "Add" to enter the Sustainability

Question on Projects Outside the Recommended Funding Range: If this total project budget is above or below the project size range recommended in the NOFA (\$500,000 – \$15 million), please provide a reasoned explanation for this variance from the recommended range.

Based on NTIA's experience from the initial round of funding, it has determined that the total project budget for a SBA project generally should not be below \$500,000 or above \$15 million. An Applicant proposes projects outside of this range, it must provide a thorough rationale for the requested variance in the project size. NTIA will evaluate this rationale based on the reasonableness of a project's costs and the level of funding available for this program.

This response is limited to 1500 characters.

Question on Sustainability: Demonstrate the sustainability of your project. Please indicate whether and how the project will be sustained beyond the funding period. Also discuss how the projected increases in broadband adoption rates will be sustained beyond the grant period.

The Applicant must submit a narrative detailing how the expected increases in broadband adoption rates will be sustained without ongoing federal grant assistance after the funding period and grant program has concluded. The description should include an explanation for why the Applicant believes increases in subscriber rates will be sustainable over time.

The Applicant should also demonstrate how any costs associated with training and/or other recurring expenses will be covered after the grant expires if the project is projected to continue beyond the funding period. To the extent the application seeks funding for operational expenses during the grant period, it will be important for the Applicant to demonstrate how it will secure funds to cover those costs at the conclusion of the grant program. The Applicant should provide information about its past history as well as any substantiating data on other sources of funding for its organization, where possible.

This response is limited to 3000 characters.





Outside Leverage

Outside Leverage

Applicant is providing matching funds of at least 20% towards the total eligible project costs. *

☐ Yes ☐ No, applying for a waiver

If NO is selected, you are required to submit additional documentation.

Click "Add" to describe the matching contributions Add/Edit

Click "Add" to enter unjust enrichment Add/Edit

Click "Add" to enter the disclosure of federal and/or state funding sources Add/Edit

Question: Applicant is providing matching funds of at least 20% or more towards the total eligible project costs. If NO, is selected, you are required to submit additional documentation.

Easygrants will automatically calculate the minimum non-federal match required in the application. If the Applicant requests a waiver of the 20 percent project cost share/matching requirement, the Applicant must provide a Waiver Request in the Upload section of the application. Please see section 1.11.1 above for guidance on requesting a waiver of this provision.

Easygrants calculates match based on total application project cost, not the federal grant request amount associated with the project. Thus, minimum match will be calculated as 20 percent of the total project cost. For example:

Match	= 20% (Non-Federal Share)
Federal Award	= 80% (Federal Share)

To calculate minimum match required for BTOP, multiply "Total Cost of Project" by 0.20.

1. Total Cost of Project to Be Implemented:	\$10,000,000 (*0.20)
Federal Match Requirement:	\$2,000,000
Federal Grant Request:	\$8,000,000
2. Total Cost of Project to Be Implemented:	\$6,000,000 (*0.20)
Federal Match Requirement:	\$1,200,000
Federal Grant Request:	\$4,800,000





NOTE: Matching Funds

Many Applicants during the first round of funding expressed confusion as to whether the match requirement was 20 percent of the total project cost or 20 percent of the federal grant request. The match must be 20 percent of the total project cost. Seen another way, non-federal funds on a project equal 25 percent of the federal funds allocated to that project. The ratio of non-federal to federal funds is $20/80 = 2/8 = 1/4 = 25$ percent. For every four dollars of federal funds provided, the grantee must provide one dollar in non-federal cost share (4:1).

Question Describing Matching Contributions: Please provide a detailed account of all matching costs for this project. For cash matches provide: a) the name of the party providing the match, b) the funding amount (and percentage of the total budget it represents), c) the type of funding (e.g., grant match, equity, debt, internal, other), d) the use of the funding, and e) any key financing terms and conditions. For in-kind matches, provide: a) the name of the party providing the match, b) the match value (and percentage of the total budget it represents), c) the nature of the in-kind contribution, d) an explanation of how the contribution qualifies as an eligible cost under BTOP eligible cost rules, and e) if the contributor is not the Applicant, a description of any benefits the contributor will derive from the project (e.g., free or discounted access to the network).

The Applicant must describe the matching fund amounts, both cash and in-kind, that it and its funding sources will provide directly to the execution of this project. Applicants who equal or exceed 30% of the total eligible costs of the project will receive strong consideration in the selection process. Therefore, the Applicant is strongly encouraged to obtain additional cash funds to apply to the project from all available sources, including state and local government, charitable and other non-profit grants, donations, economic development funds, and financial assistance programs.

The Applicant is also encouraged to seek in-kind contributions to be used in the execution of this project. These in-kind contribution costs must be directly attributable to a budget item that the Applicant has identified for executing its project and must be an "eligible costs" as defined in the NOFA and in federal grant requirements (see section 1.7 for additional information). In-kind contributions must also be necessary to the success of the project. Such costs may be products, services, equipment, or other forms of direct assistance to the proposed project. In-kind contributions that are shared-use with other activities or projects not directly involved with this program will be eligible for application to matching fund amounts only if the Applicant can clearly demonstrate the proportion of those shared-use contributions that will apply directly to its proposed project. For example, a staff member might spend 20 percent of her time on the project, with salary paid by the Applicant as a matching contribution. The Applicant would need to be able to document the time and activities of the staff member for audit purposes, so that the matching amount could be verified.

As provided in 48 U.S.C. § 1469a, the requirement for local matching funds under \$200,000 (including in-kind contributions) is waived for the Territorial governments in Guam, American Samoa, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands. Grant funds under this program will be released in direct proportion to the documented expenditure of matching funds.

This response is limited to 6000 characters.





NOTE: Matching Funds

Generally, federal funds may not be used as matching funds except as provided by federal statute. (See NOFA section V.C.1.; 15 C.F.R. 14.23(a)(5) and 24.24(b)(1).) For example, 40 U.S.C. section 14321(a)(4) authorizes the use of grant funds from the Appalachian Regional Commission (ARC) as matching funds if the ARC decides such use is appropriate. Similarly, 25 U.S.C. section 450h(c) provides that funds granted by the Interior Department and the U.S. Department of Health and Human Services (HHS) to tribes and tribal organizations under the Indian Self-Determination and Education Assistance Act can be used to meet the matching funds requirement of other federal grant programs which contribute to the purposes for which the grants were awarded by the Department of the Interior and HHS.

The Applicant cannot use funds for which it has applied (but has not yet been granted) to demonstrate that it can meet BTOP's 20 percent match requirement. In the absence of a waiver based upon a demonstration of financial need, the Applicant must demonstrate its capacity to provide matching funds of at least 20 percent toward the eligible project cost.

An in-kind contribution of previously purchased equipment could be a part of a grantee's cost share if the equipment is appropriately dedicated to the BTOP-funded project. An in-kind contribution of equipment is added to the project at the time it is dedicated to the project, NOT at the time it is purchased. Consequently, if the grantee dedicates previously purchased equipment to the project at the time of the award, the expenditure will be deemed to take place at the time of the award. Based on the particular circumstances, the value of the match should be estimated by calculating a use allowance, depreciation, or current fair market value.

The Applicant is allowed to use monies from a state (or other non-federal) grant awarded to provide service, purchase equipment, and provide training eligible as matching funds.

The Recovery Act requires a BTOP Applicant to demonstrate, to the satisfaction of the Assistant Secretary, that it will appropriate (if the Applicant is a state or local government agency) or otherwise unconditionally obligate, from non-federal sources, funds required to meet the matching requirement. As a result, while the Applicant is not required to have all matching funds on hand at the time it submits the application, it must convincingly demonstrate that it will be able to supply the proposed matching funds if it receives a grant.

While, in some cases, a document such as a letter of commitment may be sufficient evidence of the Applicant's capability to supply the necessary funds, if the source of funds identified appears to be speculative, NTIA may reject the application. If an application is selected for an award, the Applicant must, at the time of the award, be able to access and use the matching share at a rate at least proportional to the federal share.





Question on Unjust Enrichment: Please state whether this project is receiving or if you have applied for any Federal support for non-recurring costs in the area for which you are seeking an award. If so, please state how much and from which federal program.

The Applicant must state whether it or any of its subrecipients is receiving or if it has applied for federal support in the same proposed funded service area as its proposed BTOP project.

This response is limited to 3000 characters.

Question on Disclosure of Federal and/or State Funding Sources: Please disclose the source and amount of other federal or state funding received or requested for activities or projects to which this project relates. Please specify all Universal Service Fund (USF) funding delineated by specific program.

The Applicant must disclose the source and amount of other federal or state funding it or any of its subrecipients has received, or has requested, for projects to which the application relates. This disclosure must include funding from all Universal Service Fund funds including, but not limited to, funding from the Schools and Libraries Program, Rural Health Care Program and Pilot Program, and the High Cost Program.

This response is limited to 3000 characters.

Budget Narrative

Budget Narrative	
Click "Add" to enter the budget narrative	<input type="button" value="Add/Edit"/>
Click "Add" to describe the budget reasonableness	<input type="button" value="Add/Edit"/>
Click "Add" to describe the demonstration of need	<input type="button" value="Add/Edit"/>

Question on Budget Narrative: Please provide a narrative that explains the project budget (as proposed on SF-424A or SF-424C) and spending plan (timeline) in sufficient detail for reviewers to determine whether the expenditures are necessary and appropriate to the solution you are proposing.

The budget narrative is an important supplement to the detailed budget and SF-424A, as it provides additional explanation, detail, and context for the budget totals and line items. The budget narrative





should be detailed enough to provide reviewers with information *in addition* to what appears in the Detailed Budget upload and the SF-424A. Note that while the question mentions the SF-424C, all SBA Applicants are required to submit a SF-424A rather than a SF-424C.

All budget figures in the budget narrative must exactly correspond to the figures for the same items in the Detailed Budget upload and the SF-424A. For example, if the SF-424A lists the total personnel cost as \$50,000, the total personnel cost in the Detailed Budget upload *and* the budget narrative must also equal \$50,000.

The descriptions in the budget narrative must be easily linked to actual numbers in the Detailed Budget upload and the SF-424A. Do not bundle items in different ways to create totals that cannot easily be compared from the narrative to the Detailed Budget upload. For example, if the Detailed Budget upload lists line items for 10 computers at a cost of \$10,000 and five printers at a cost of \$1,000, it is not sufficient for the budget narrative to describe these items as “public computer center equipment for a little over \$10K.” Rather, the budget narrative should state that 10 computers will be purchased at a total cost of \$10,000, and five printers will be purchased at a total cost of \$1,000.

This response is limited to 3000 characters.

Question on Budget Reasonableness: Concisely and convincingly explain why the unit price and total number of units required for this project are reasonable to deliver your proposed services in the designated proposed funded service areas. Provide any relevant data and summaries of your analysis (e.g., industry benchmarks around units required per household or institutions served, etc.).

In this section, the Applicant should justify the costs it is proposing based on past experience, competitive bids, published prices, local norms, or other specific metrics. The Applicant should follow closely its budget narrative and describe how it arrived at particular costs and why it believes the costs are reasonable based on the tasks it will undertake. Ensure that each cost is eligible for funding under this program. The Applicant must explain why its budget is sufficient to carry out the project.

It is important that budgetary information presented in this section align with the Detailed Budget upload and other financial information provided throughout the application. Unfortunately, during the first round of funding, many Applicants submitted a high level budget that did not correspond with the detailed budget or other financial statements in the application, causing delays in processing, and potentially damaging their prospects of receiving an award.

This response is limited to 3000 characters.





Question on Demonstration of Need: Provide documentation that the project would not have been implemented during the grant period without federal grant assistance. This documentation may consist of, but is not limited to, such items as a denial of funding from a public or private lending institution, denial of a funding request from a foundation or other organization, or a current fiscal year budget that shows the lack of available revenue option for funding the project.

Provide documentation that the project would not be implemented during the grant period without federal grant assistance. This documentation may consist of, but is not limited to, such items as a denial of funding from a public or private lending institution, denial of a funding request from a foundation or other organization, or a current fiscal year budget that shows the lack of available revenue options for funding the project.

The Applicant must clearly describe why the proposed project requires federal grant assistance and would not be possible without these funds. The Applicant may include denied funding requests or budgetary data that shows it would not have been able to pay for proposed programs on its own or with readily-available alternate funding sources, but if these rejections suggest that its program budgets are wasteful, mismanaged, or unreasonable this will be an insufficient demonstration. The Applicant may also describe any efforts to obtain funding that have been unsuccessful due to economic issues in its state or locality. If the Applicant has never applied for funding of any kind before, it should articulate why it has not, and why funds provided under the BTOP program would not be provided by another funding source.

This response is limited to 3000 characters.

Fund to States/Territories

Funds to States/Territories	
State	Amount of Federal Grant Request
Washington	<input type="text"/>
Idaho	<input type="text"/>
Oregon	<input type="text"/>
Total	\$0

Please provide a breakdown of the federal funding request for each state or territory included in the proposed project service area. The total across all states and territories should equal the total federal grant request.





13 Historical Financials

Broadband USA

Submit Application - Sustainable Broadband Adoption (Easygrants ID: 362)
Historical Financials - BB

Instructions
Please provide historical financial information for your organization below.

Project Information
Program: Broadband Non-Infrastructure Programs
Funding Opportunity: Sustainable Broadband Adoption
Funding Cycle: Winter 2010 Sustainable Broadband Adoption

Historical Financials

	2007	2008	2009
Revenue	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Expenditures	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Net Assets	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Change in Net Assets from Prior Year	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Bond Rating (if applicable)	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Question: Applicants are required to identify Historical Financials for 2007, 2008, and 2009 for the following categories:

- Revenue
- Expenditures
- Net Assets
- Change in Net Assets from Prior Year
- Bond Rating (if applicable)


The Applicant must provide summary-level historical revenue, expenditure and net asset financial information based on its detailed financial statements for the last three years. If the Applicant's organization was established less than three years ago, it should provide all available information. This information should be consistent with the Historical Financial Statements provided as an upload, discussed in section 17 below.





14 Project Benefit

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Submit Application - Sustainable Broadband Adoption (Easygrants ID: 362)
Project Benefits - B B

Instructions

Please provide information on the project's benefits below.

Project Information

Program:

Broadband Non-Infrastructure Programs

Funding Opportunity:

Sustainable Broadband Adoption

Funding Cycle:

Winter 2010 Sustainable Broadband Adoption

Jobs

Please provide estimates of the number of job-years created by this program. Refer to the Council of Economic Advisor's guide to job creation estimates <http://www.whitehouse.gov/administration/eop/cea/Estimate-of-job-creation> for definitions and background. You may deviate from the guidance for job creation estimates provided therein if you have sound reason to believe that you can provide a more accurate estimate of job creation by another methodology.

How many direct jobs-years will be created from this project?

How many indirect jobs will be created from this project?

How many jobs will be induced from this project?

Click "Add" to describe the methodology used to estimate jobs

Add/Edit

Adoption Metrics

How many total new home subscribers (household accounts) to broadband do you expect to generate through use of BTOP funds over the entire life of the program funded?

How many total new business and/or institutional subscribers to broadband do you expect to generate through use of BTOP funds over the entire life of the program funded?

How many total users of broadband in public computer centers or users of broadband outside the home (e.g., in a community college) do you expect to generate through use of BTOP funds over the entire life of the program funded?

What is the total cost of your project per new subscriber (household, individual, or institutional) or new end-user?

\$

Add/Edit

Click "Add" to explain measuring adoption impact.

Broadband Training Programs

If you intend to provide training or education, how many people in total will your program(s) reach?

How many hours of training do you expect to provide per person on average for each participant in your training program(s), through completion of training for that individual?

How many Full time employee (FTEs) instructors or facilitators will you employ for broadband and digital literacy training purposes?

Click "Add" to describe their qualifications (training and experience)

Add/Edit

Equipment Affordability Programs

What is the total up-front cost of this equipment?

\$

If you are providing an equipment purchase or loan program, for how many households, businesses and/or institutions do you expect to provide equipment or computers?

Households

Businesses

Institutions

If you are employing a loan program for purchases of service or equipment, what will be the total cost to the typical customer you assist over the life of the loan, including all interest and fees?

\$

How many broadband-related equipment units (e.g. computers, wireless devices) do you intend to purchase overall?

Broadband Awareness Programs

If you are conducting an awareness campaign, how many people do you expect your campaign will reach in total per year?

Awareness Campaign Methods. Briefly describe the targeting, media, and messaging strategies your awareness campaign will employ.

Add/Edit

Measuring Campaign Impact. Describe how you will measure the impact of the awareness campaign.

Add/Edit

Save

Save and Continue

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Jobs

Jobs

Please provide estimates of the number of job-years created by this program. Refer to the Council of Economic Advisor's guide to job creation estimates <http://www.whitehouse.gov/administration/eop/cea/Estimate-of-job-creation> for definitions and background. You may deviate from the guidance for job creation estimates provided therein if you have sound reason to believe that you can provide a more accurate estimate of job creation by another methodology.

How many direct jobs-years will be created from this project?

How many indirect jobs will be created from this project?

How many jobs will be induced from this project?

Click "Add" to describe the methodology used to estimate jobs

Answer the questions on job creation in the appropriate sections.

Question on Methodology: Please describe the methodology employed to produce the job-years estimates provided above. If you utilized the methodology suggested by the Council of Economic Advisors, please note that.

Applicants should refer to the Council of Economic Advisor's guide to job creation estimates at <http://www.whitehouse.gov/administration/eop/cea/Estimate-of-job-creation> for definitions and background, and may employ the methodology suggested there unless they can produce a more accurate estimate of job creation utilizing another methodology. The Applicant should describe the methodology employed to produce the job-years estimates provided above and note if the Council of Economic Advisors methodology was employed. The Applicant should describe clearly how it arrived at the estimates.

This response is limited to 1500 characters.

Adoption Metrics

Adoption Metrics

How many total new home subscribers (household accounts) to broadband do you expect to generate through use of BTOP funds over the entire life of the program funded?

How many total new business and/or institutional subscribers to broadband do you expect to generate through use of BTOP funds over the entire life of the program funded?

How many total users of broadband in public computer centers or users of broadband outside the home (e.g., in a community college) do you expect to generate through use of BTOP funds over the entire life of the program funded?

What is the total cost of your project per new subscriber (household, individual, or institutional) or new end-user? \$

Click "Add" to explain measuring adoption impact.

Question: How many total new home subscribers (household accounts) to broadband do you expect to generate through use of BTOP funds over the entire life of the program funded?

The Applicant should estimate the total new home subscribers it expects to generate through use of BTOP funds over the entire life of the program. If the Applicant is proposing to serve multiple areas, it should provide the total number of new home subscribers for all of the areas the program will serve.





Question: How many total new business and/or institutional subscribers to broadband do you expect to generate through use of BTOP funds over the entire life of the program funded?

The Applicant should estimate the total new business and/or institutional broadband subscribers, such as community anchor institutions, it expects to generate through use of BTOP funds over the entire life of the program. If the Applicant is proposing to serve multiple areas, it should provide the total number of new business and institutional subscribers for all of the areas the program will serve.

Question: How many total users of broadband in public computer centers or users of broadband outside the home (e.g., in a community colleges) do you expect to generate through use of BTOP funds over the entire life of the program funded?

The Applicant should estimate the total number of broadband users in public computing centers or alternative locations such as community colleges created over the entire life of the program funded. Estimate based upon the size of the computing centers and other relevant institutions and the population of the appropriate service area. If the Applicant is proposing to serve multiple areas, it should provide the total number of users for all of the areas.

Question: What is the total cost of your project per new subscriber (household, individual, or institutional) or new end-user?

The Applicant should provide an average cost per new subscriber or end-user for the proposed project. This is calculated by dividing the total project cost by the total number of new subscribers in all categories. This information will be used to evaluate the project's cost-effectiveness.

Question on Measuring Adoption Impact: Applicants should describe how they intend to effectively track and measure the benefits generated by this project.

The Applicant should establish a subscribership baseline in the target communities and demonstrate a clear methodology or approach for measuring improvements in broadband subscribership and use.

This response is limited to 3000 characters.

With respect to the sections below (Broadband Training Programs, Equipment Affordability Programs, Broadband Awareness Programs), it is not a requirement that an SBA project engage in all of these activities (or even any of these activities). However, these represent typical approaches for broadband adoption programs, and the Applicant should provide responses to each of the questions to the extent they are applicable to its proposed project.





Broadband Training Programs

Broadband Training Programs	
If you intend to provide training or education, how many people in total will your program(s) reach?	<input type="text"/>
How many hours of training do you expect to provide per person on average for each participant in your training program(s), through completion of training for that individual?	<input type="text"/>
How many Full time employee (FTEs) instructors or facilitators will you employ for broadband and digital literacy training purposes?	<input type="text"/>
Click "Add" to describe their qualifications (training and experience)	<input type="button" value="Add/Edit"/>

Question: If you intend to provide training or education, how many people in total will your program(s) reach?

The Applicant should provide an estimate of the total amount of people that will be served by the proposed project's training or educational outreach programs.

Question: How many hours of training do you expect to provide per person on average for each participant in your training program(s), through completion of training for that individual?

The Applicant should provide an average number of hours of training per person for the proposed project. This information will be used to evaluate the project's training effectiveness. Applicant must be sure to articulate the connection between training and outcomes (such as increased subscribership). This connection was missing from several applications during the first round of funding.

Question: How many Full time employee (FTEs) instructors or facilitators will you employ for broadband and digital literacy training purposes? Click "Add" to describe their qualifications (training and experience).

The Applicant should provide the total amount of instructors or facilitators that will be employed for the proposed project. The Applicant should then describe the relevant qualifications of the instructors and what experience they will bring to the benefit the proposed project. Please ensure that personnel qualifications are linked to the activities, roles, and objectives.

This response is limited to 3000 characters.





Equipment Affordability Programs

Equipment Affordability Programs	
What is the total up-front cost of this equipment?	\$ <input type="text"/>
If you are providing an equipment purchase or loan program, for how many households, businesses and/or institutions do you expect to provide equipment or computers?	<input type="text"/> Households <input type="text"/> Businesses <input type="text"/> Institutions
If you are employing a loan program for purchases of service or equipment, what will be the total cost to the typical customer you assist over the life of the loan, including all interest and fees?	\$ <input type="text"/>
How many broadband-related equipment units (e.g. computers, wireless devices) do you intend to purchase overall?	<input type="text"/>

Question: What is the total up-front cost of this equipment?

If the Applicant is proposing a program that will include providing equipment or computers to individuals, families, or small businesses, the Applicant should provide the total amount budgeted for purchase of this equipment.

Question: If you are providing an equipment purchase or loan program, for how many households, businesses and/or institutions do you expect to provide equipment or computers?

If the Applicant is proposing a program that includes loans for the purchase of service or equipment, the Applicant should provide the total number of anticipated participants in each category.

Question: If you are employing a loan program for purchases of services and/or equipment, what will be the total cost to the typical customer you assist over the life of the loan, including all interest and fees?

If the Applicant is proposing a program that includes loans for the purchase of service or equipment, the Applicant should provide the total cost that participants in the proposed affordability program will pay over the life of the loan, including all interest and fees.

Question: How many broadband-related equipment units (e.g., computers, wireless devices) do you intend to purchase overall?

If the Applicant is proposing a program that will include providing equipment or computers to individuals, families, or small businesses, the Applicant should provide an estimate of the number of computers or broadband devices that will be purchased as a result of the proposed program.





Broadband Awareness Programs

Broadband Awareness Programs	
If you are conducting an awareness campaign, how many people do you expect your campaign will reach in total per year?	<input type="text"/>
Awareness Campaign Methods. Briefly describe the targeting, media, and messaging strategies your awareness campaign will employ.	<input type="button" value="Add/Edit"/>
Measuring Campaign Impact. Describe how you will measure the impact of the awareness campaign.	<input type="button" value="Add/Edit"/>

Question: If you are conducting an awareness campaign, how many people do you expect your campaign will reach in total per year?

The Applicant should identify the number of people it expects to reach through the public education and awareness efforts in total per year.

Question on Awareness Campaign Methods. Briefly describe the targeting, media, and messaging strategies your awareness campaign will employ. Please include a description of any existing Broadband Awareness/Adoption programs serving the Target Audience and how those programs do not meet the current need.

The Applicant should provide information detailing the public education and awareness campaigns it will conduct as a part of the proposed project. For each medium or method proposed, the Applicant should identify the target demographic, the expected number of persons reached and the estimated change in broadband subscription rates. Also explain why the methods chosen are appropriate to the target audiences.

This response is limited to 3000 characters.

Question on Measuring Campaign Impact: Describe how you will measure the impact of the awareness campaign.

The Applicant's awareness campaign may take many forms, e.g., flyers, posters, mailings, placement of notices in print media targeted to the populations the project is serving, presentations at meetings, interviews, word-of-mouth, or hosted outreach events.

The impacts will be measured by increases in the use of and/or subscribership to broadband services. For instance, if the Applicant is working to increase participation by a particular demographic group, then increased use of public computer centers by that group is an important indicator. If the Applicant is trying to build sustainability, then contributions or new partnerships might serve as an indicator of impact.

The Applicant should clearly articulate what methods will be used to measure the impact of program activities and include information on the baseline quantitative measurement for each target audience that can be used to identify post program changes in awareness and adoption. The awareness campaign should be tailored to the benefits the Applicant seeks to accrue to the project.

This response is limited to 3000 characters.





15 Project Readiness

Broadband USA

Submit Application - Sustainable Broadband Adoption (Easygrants ID: 362)
Project Readiness - B B

Instructions

1. Select the Add button next to the question you would like to answer. You will be taken to the Text Area Editor page.
2. Follow the directions on the Text Area Editor page to add the data.

Project Information

Program	Broadband Non-Infrastructure Programs
Funding Opportunity	Sustainable Broadband Adoption
Funding Cycle	Winter 2010 Sustainable Broadband Adoption

Text Areas

Text Area Name	Description	Required for all Applicants	Text	Options
SBA - Licenses and Regulatory Approvals	List any licenses or regulatory approvals required to complete your project and indicate the status of each.	Yes		<input type="button" value="Add"/>
SBA - Organizational Readiness	Describe your organization's readiness to implement the project.	Yes		<input type="button" value="Add"/>
SBA - Project Timeline and Challenges	Provide a detailed implementation plan.	Yes		<input type="button" value="Add"/>
SPIN Number	Name and SPIN Number	No		<input type="button" value="Add"/>

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Licenses and Regulatory Approvals

Question: If applicable, please list any local, state or federal licenses and regulatory approvals required to complete the project, and indicate the status of each.

The Applicant should submit a list of any licenses and regulatory approvals that are required to provide the proposed services. These might include construction permits, wireless service licenses, fire and safety permits, etc. Please indicate the status of each (such as “not applied for,” “pending,” or “approved”).

This response is limited to 1500 characters.

Organizational Readiness

Question: Please describe key factors that demonstrate an Applicant's organization will be prepared to implement, operate, and sustain a public computer center program using federal funds. Include past experience in managing projects of comparable size and complexity.

The Applicant should submit a summary of the organization's track record in executing projects similar to the one proposed. This summary should include the number of years the organization has been in existence, the number of years the organization has been successfully managing projects similar to the





one proposed, and an evaluation of the organization's preparedness to implement, operate and sustain the project. The Applicant should identify key partners and staff that are aligned with the implementation and sustainability of the project.

This response is limited to 3000 characters.

Project Timeline and Challenges

Question: Please provide a detailed implementation plan on a quarterly basis that shows the phases of the project and establishes key milestones. Include such activities as construction, staffing and hiring, resource development, staff training, equipment purchases, and installation. Also, include a description of key challenges or risks to the timely completion of the project, including any mitigation plans to address those risks.

The Applicant must submit a plan for the period of the proposed project. The plan should include at least quarterly milestones, though the Applicant may set more frequent milestones if desired. The Applicant should be certain to cover any areas that will aid reviewers in assessing how it plans to achieve each goal or milestone. Milestones might include hiring of key staff, finalizing of program curricula, purchase of equipment, installation and configuration of new computer terminals or in-building networking, a "grand opening" of new or improved facilities, timelines for graduating classes from new training programs, or other items critical to the success of the proposed project. The schedule should clearly identify the start dates and expected completion of different phases of the project.

Additionally, the Applicant should describe issues or barriers that could delay the proposed project's implementation. The Applicant should assess the likelihood of each risk or challenge, estimate the impact each would have on the project and the project schedule, and outline a mitigation plan for addressing it.

For BTOP, a project is considered "substantially complete" when the grantee has met 67 percent of the project milestones and received 67 percent of its award funds. Projects will be evaluated on the demonstrated ability of the Applicant to promptly start the project and the reasonableness of the project timeline and associated milestones. NTIA encourages project schedules that will be completed in two years.

This response is limited to 3000 characters.

Question on SPIN Number: If the Applicant and any proposed award sub-recipients have an FCC Universal Service Fund Service Provider Identification Number (SPIN), please provide the following information: Name of Entity and SPIN.

If either the Applicant or any subrecipient has applied for and received a service provider identification number (SPIN) from the FCC, please indicate that here and provide the identification number(s).

This response is limited to 1500 characters.





16 Environmental Questionnaire

Broadband USA

Submit Application - Sustainable Broadband Adoption (Easygrants ID: 362)
Environmental Questionnaire - B B

Instructions
This section is to be completed for those projects historically shown not to create significant environmental impacts to the human or natural environment. Any answer of yes will require additional information or review.

Project Information

Program:	Broadband Non-Infrastructure Programs
Funding Opportunity:	Sustainable Broadband Adoption
Funding Cycle:	Winter 2010 Sustainable Broadband Adoption

Environmental Questionnaire

Does the proposed action involve the procurement of materials? If so, will the materials be installed, stored or operated in an existing building or structure? If yes, please click "Add" to include the list of equipment and peripherals to be procured.

Does the proposed action involve procurement of electronic equipment? If yes, will the equipment be disposed of in an environmentally sound manner at the end of its useful life?

Does the proposed action involve construction, remodeling, or renovation? If so, will these activities be limited to only minor interior renovations to a structure, facility, or installation? If yes, click "Add" to include a description of the proposed renovations with your project summary.

Does the proposed action involve the production and/or distribution of informational materials, brochures, or newsletter?

Does the proposed action involve training, teaching, or meeting facilitation at an existing facility or structure? If yes, click "Add" to explain.

Does the proposed action involve ground or surface disturbance to accommodate new fiber optic cable? If yes, please click "Add" to include a description of the extent of service upgrade, a list of the permits required, and linear footage of underground fiber optic cabling required.

Does the proposed action involve an upgrade of broadband service to an existing facility or structure? If yes, please include a description of the extent of service upgrade, a list of the permits required, and linear footage of underground fiber optic cabling required?

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Question: Applicant will be required to provide the following information:

- Does the proposed action involve the procurement of materials? If so, will the materials be installed, stored or operated in an existing building or structure? If yes, please click "Add" to include the list of equipment and peripherals to be procured.
- Does the proposed action involve procurement of electronic equipment? If yes, will the equipment be disposed of in an environmentally sound manner at the end of its useful life?
- Does the proposed action involve construction, remodeling, or renovation? If so, will these activities be limited to only minor interior renovations to a structure, facility, or installation? If yes, click "Add" to include a description of the proposed renovations with your project summary.
- Does the proposed action involve the production and/or distribution of informational materials, brochures, or newsletter?
- Does the proposed action involve training, teaching, or meeting facilitation at an existing facility or structure? If yes, click "Add" to explain.





- Does the proposed action involve ground or surface disturbance to accommodate new fiber optic cable? If yes, please click "Add" to include a description of the extent of service upgrade, a list of the permits required, and linear footage of underground fiber optic cabling required.
- Does the proposed action involve an upgrade of broadband service to an existing facility or structure? If yes, please include a description of the extent of service upgrade, a list of the permits required, and linear footage of underground fiber optic cabling required?

All SBA Applicants must complete the above Environmental Checklist. If a question on a particular issue contains more than one question the Applicant should respond 'Yes' only if the answer to each question is yes. In other words, for the question, "Does the proposed action involve the procurement of materials? If so, will the materials be installed, stored or operated in an existing building or structure?" the Applicant should respond 'Yes' only if the project will involve the procurement of materials AND the materials will be installed, stored or operated in an existing building or structure.

Note that construction and/or ground disturbing activities are not eligible costs for an SBA project.





17 Uploads

Broadband USA

Submit Application - Sustainable Broadband Adoption (Easygrants ID: 362)
Uploads - B B

Instructions

In order to successfully download templates from Easygrants and upload documents to your application, please make sure to **turn off pop-up blockers** on your browser. Also, please add this web site to your browser's **trusted sites**. For additional information, please refer to the FAQ.

Please follow these instructions to upload your documents.

1. If available, download the template (link in right column) and save the file to your computer.
2. Open the file and enter the required information. Refer to the application guidelines at www.broadbandusa.gov for more information about the requirements for each document.
3. Save the file on your computer in a permitted format - doc, docx, pdf, rtf, xls, or xlsx. The system will not accept documents that are not of a permitted file type. Those that are not of a permitted file type, such as PowerPoint documents, should be saved as PDFs before uploading.
4. Select the document you wish to upload from the drop-down menu below, and click Upload.
5. You will be taken to an upload editor with additional instructions.

For instructions regarding all uploads, please refer to the application guidance. To include supplemental information with your application, please use the supplemental upload and include a cover sheet to label the information.

Project Information

Program:	Broadband Non-Infrastructure Programs
Funding Opportunity:	Sustainable Broadband Adoption
Funding Cycle:	Winter 2010 Sustainable Broadband Adoption

Upload Checklist

Type	Required for all Applicants	Template
Management Team Resumes and Organization Chart	Yes	Management Team Resumes and Organization Chart
Government and Key Partnerships	No	Government and Key Partnerships
Historical Financial Statements	Yes	Historical Financial Statements - Instructions
Waivers	No	CCI, SBA, PCC - Waivers
Community Anchor Institutions Detail	Yes	SBA - Anchor Details
BTOP Certifications	Yes	BTOP Authentication and Certifications
Detailed Budget	Yes	PCC, SBA - Detailed Budget
SF424 A Budget	Yes	SBA SF-424A
SF424 B Assurances - Non-Construction	Yes	SF-424B - Assurances Non-Construction Programs
Supplemental Information	No	N/A

Uploads

Type *

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In order to complete each upload that has a template, the Applicant must download the template from the Easygrants application system and save the file to Applicant's computer. The Applicant should open the file, enter the required information, and save the file on its computer in one of the formats specified: .pdf, .doc, .docx, .rtf, .xls, .xlsx, .gif, .jpeg.

When the Applicant has prepared an upload and is ready to attach it to the application, click "Browse" in the Upload Document section to find the file on the computer. After the file name appears in the text box, click "Upload." Click "View" to view the document to verify it was accepted by Easygrants. If Easygrants encounters errors saving an upload, it will appear in the new window. **Applicants should upload only one file per designated upload slot.** Additional uploads of the same type may be disregarded. Therefore, to update a file that has already been uploaded, you should delete the file already uploaded before uploading the replacement file.





Note: Required Uploads

The uploads listed in Easygrants as “Required” must be submitted with the application. Note that while the Government and Key Partnerships upload and the Waiver upload are not listed as required, they are considered conditional rather than optional. If the Applicant listed key partners in the application or is receiving matching contributions from a third party, it *must* provide documentation in the Government and Key Partnerships upload. If the Applicant is requesting a waiver in the application, it *must* provide documentation in the Waivers upload.

17.1 Management Team Resumes and Organization Chart

This is a REQUIRED upload for all SBA Applicants.

The Applicant must provide the resumes of the senior management team and project team members, including support staff, significant to the project's success. This should include individuals from the Applicant organization as well as any subrecipients. These resumes should identify years of experience and relevant expertise with projects of similar size, scope, and complexity. The Applicant must also identify specific prior or current projects, dates, and outcomes that showcase the management team's track record as relevant to executing the project. In addition, the Applicant must provide an organizational chart that details the structure of its organization, including any parent, subsidiary, affiliate, or partner organizations.

17.2 Government and Key Partnerships

This is a REQUIRED upload for all SBA Applicants that are partnering with key institutions, organizations or other entities, or that are receiving part of their matching contribution from a third party. This is an optional upload for all SBA Applicants that are not partnering with key institutions, organizations or other entities.

The Applicant should submit documentation, such as letters of support or commitment, from each of the key partners in the project. The documentation should clearly describe the specific details of the partner's participation. For example, if the partner is providing part of the project's cost matching contribution, the documentation should state the exact amount of the cash contribution, or describe, in detail, the nature of the in-kind contribution. If the partner is an Indian tribe or a socially and economically disadvantaged small business, as discussed in section 8 above, the documentation should make note of this, and explain the basis for this claim.

17.3 Historical Financial Statements

This upload is REQUIRED of all SBA Applicants.

The Applicant must provide detailed organizational financial statements for the last two years: a) Income Statement; b) Balance Sheet; c) Statement of Cash Flows. If the Applicant's organization was established





less than two years ago, provide all available information. Note that this response requires financial data for the organization as a whole. A standard annual Income Statement, Balance Sheet, and Cash Flows based on generally accepted accounting principles (GAAP) are preferable. If the Applicant cannot readily produce this data in a standard format, it should explain why not, and provide comparable data, such as its most recent IRS Form 990 or annual audit, that provides as detailed a picture as possible of the financial history for a minimum of one year prior to submission of this application.

If appropriate, the Applicant may include Notes on Financial Statements that explain costs and revenues by major categories, and may make note of any abnormal or one-time charges, large liabilities or asset transactions, legal actions, or other financial events it feels require explanation. If key partners are involved in delivering programmatic benefits (e.g., operating a proposed broadband network), it is recommended that historical financial statements for the key partners be provided as well.

17.4 Waivers

The Waivers upload is a Word document required for all Applicants that request a waiver from any of the following: 1) twenty percent non-federal cost matching pursuant to NOFA section V.C.1; 2) restrictions on the sale or lease of assets pursuant to NOFA section IX.C.2.a; 3) Buy American provisions pursuant to NOFA section X.Q; or 4) any general provision pursuant to NOFA section X.N. A waiver template must be completed and uploaded per each waiver request (if there are multiple requests, merge them into a single file before uploading). The Applicant should see section 1.11 for guidance on requesting a waiver.

17.5 Community Anchor Institutions Detail

This upload is REQUIRED of all SBA Applicants.

The Community Anchor Institutions Detail template includes an Excel worksheet requiring the Applicant to provide information on all community anchor institutions that will be directly involved in or benefit from the proposed project. The Applicant must download the Excel file, fill in all requested information, and upload the completed file to the application.

The Applicant must complete the Community Anchor Institutions Detail worksheet provided, but may add rows as necessary to accommodate all of the community anchor institutions that will be directly involved in or benefit from this project. The required information on each community anchor institution includes:

- Facility name – Indicate whether it is a current or proposed facility.
- Name of organization running the facility, if different from the facility name.
- Address of the facility – Provide the physical address of the facility and not the mailing address (*i.e.*, do not give P.O. Boxes) and indicate whether the locations are to be leased or constructed in the future.
- Facility type – Provide whether the facility is a School (K-12), Library, Medical or Healthcare Provider, Public Safety Entity, Community College, Public Housing, Other Institution of Higher Education, Other Community Support Organization or Other Government Facility.
- Minority serving institution type – Provide whether the facility is one of the following types of Minority Serving Institutions: Historically Black College or University, Tribal College or University,





Alaska Native Serving Institution, Hispanic Serving Institution, or Native Hawaiian Serving Institution. A minority-serving institution is a post-secondary educational institution with enrollment of minority students exceeding 50 percent of its total enrollment.

- **Role** – Describe the role of community anchor institution in the proposed project. This only requires a short explanation (e.g., “in-kind match contributor,” “participated in project planning,” “will manage network”). A detailed explanation should be provided in the essay portions of the application.

Facility Name	Organization	Address Line 1	City	State	Zip	Facility Type	Minority Serving Institution Type	Role

Table of Facility Types

School (K-12)
Library
Medical or Healthcare Provider
Public Safety Entity
Community College
Public Housing
Other Institution of Higher Education
Other Community Support Organization

Table of Minority Serving Institutions

N/A
Historically Black College or University
Tribal College or University
Alaska Native Serving Institution
Hispanic Serving Institution
Native Hawaiian Serving Institution

The data provided via this template will be subject to automated processing. The Applicant is therefore required to provide this upload as an Excel file, and not to convert it to a PDF prior to upload. Additionally, the Applicant should not modify the format of this template.

17.6 BTOP Certifications

This upload is **REQUIRED** of all SBA Applicants.

The BTOP certification must be completed by the duly authorized organization representative (AOR). The AOR should read the certification carefully to ensure that he or she understands it and agrees to it before signing.

17.7 Detailed Budget

This upload is **REQUIRED** of all SBA Applicants.

The Detailed Budget template includes an Excel worksheet requiring the Applicant to provide a detailed budget of the proposed project. The Applicant must download the Excel file, fill in all requested information, and upload the completed file to the application.





NOTE: Tips for Completing Budget Documentation

All budget amounts must exactly match or tie out across all budget documentation. For example, do not provide estimates or approximate amounts in the budget narrative that do not exactly match amounts the SF-424A and Detailed Budget.

All subtotals and totals (including line items) must be rounded to whole dollars without cents. Although unit costs may include cents, once multiplied by the number of units, the result must be rounded to the nearest whole dollar. Amounts ending in \$.49 or less should be rounded down to the nearest whole dollar, while amounts ending in \$.50 or more should be rounded up to the next whole dollar. (For example, a subtotal of \$2.17 would be rounded down to \$2.00, while a subtotal of \$2.72 would be rounded up to \$3.00.) It is acceptable if .00 appears at the end of an amount; that is auto-formatted in some versions of the form.

All project costs should be contained in the budget documentation. Subrecipient costs should be rolled up into the primary Applicant's budget documentation. Do not provide separate budgets or budget documentation for subrecipients.

All direct and indirect costs will be evaluated for allowability, allocability, and reasonableness according to the relevant cost principles. Only include costs that meet all of those criteria and note that additional detail or documentation may be requested.

The Detailed Budget should demonstrate how the different budget categories and the line items themselves break down into their underlying federal request and non-federal match components. For each budget category (e.g., personnel, equipment), break down the federal request and match amounts into one or more line items as appropriate. For example, the match amount for a particular budget category may all be going toward one line item (e.g., Program Manager), or may be split among numerous line items (e.g., laptops, printers, projectors). Break out each non-zero line into its federal and/or non-federal components. The detailed budget also provides insight into how the budget category totals were derived from the underlying line items, as well as how the line items were calculated from underlying cost components, such as number of units of equipment and unit cost or number of staff positions and salary. The template delineates between "General" cost category subtotals and "Detail" information for each line item. Be sure that line item total columns in the "General" and "Detail" sections are equal for each line item (a cell with a yellow highlight indicates an inconsistency). When preparing the detailed budget, provide the following information:

Personnel Category Detail: For each position, list the number of positions, the location or geography of position, the job/task responsibilities for the position, the annual salary, and the percent of time a person filling the position will spend working on the proposed BTOP project. For lines with more than one position, the Quarters Employed field should represent number of quarters per person (e.g., for two employees each working for one year, Quarters Employed should be 4 rather than 8).





SF-424A Object Class Category	General				Detail				
a. Personnel - List position, number of staff, annual salaries, % time spent on project	Position	Federal Support	Matching Support	Total	# of Positions	Salary	% Time Spent on Project	Quarters Employed	Total
				\$0.00					\$0.00
				\$0.00					\$0.00
				\$0.00					\$0.00
				\$0.00					\$0.00
Subtotal		\$0.00	\$0.00	\$0.00					

Fringe Benefits Detail: For each position, note the number of positions, the annual salary, the percent of time a person filling this position will spend working on the proposed BTOP project, and the fringe rate applied to the position. For lines with more than one position, the Quarters Employed field should represent number of quarters per person (e.g., for two employees each working for one year, Quarters Employed should be 4 rather than 8).

b. Fringe Benefits - Include salaries and fringe rate.	Position	Federal Support	Matching Support	Total	# of Positions	Salary	% Time Spent on Project	Quarters Employed	Fringe Rate	Total
				\$0.00						\$0.00
				\$0.00						\$0.00
				\$0.00						\$0.00
				\$0.00						\$0.00
Subtotal		\$0.00	\$0.00	\$0.00						

Travel Details: For each trip list the program purpose of the trip, destination city and the number of people traveling. For each line item (e.g., trip), note the number of trips and the cost per trip. The multiple of these two factors will yield the total for that line item. For example, if the Applicant was accounting for 10 trips at \$25 per trip, the total cost would be \$250. The cost per trip should be justified on its own, *not* derived by dividing the line item total by the number of trips. Such a calculation will prompt further inquiry from the reviewers about justification for the trip cost. Rather, the *total* trip cost should be derived from the number of trips *times* the justifiable cost per trip.

c. Travel - For significant costs, include details such as number and purpose of trips, destinations.	Purpose of Trip	Federal Support	Matching Support	Total	# of Trips	Cost per Trip	Total
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
Subtotal		\$0.00	\$0.00	\$0.00			

Equipment Details: List all equipment units required for the project and provide program purpose. For each line item, note the number of units and the unit cost. The multiple of these two factors will yield the total for that line item. For example, an Applicant planning to buy 100 laptops at \$500/laptop would have a total line item cost of \$50,000. Again, although unit costs may include cents, once multiplied by the number of units, the result must be rounded to the nearest whole dollar. Clearly separate the Applicant





equipment and user equipment, as indicated in the detailed budget template. When providing the unit cost, indicate whether the unit cost has been impacted by a discount and for software list specific package names.

d. Equipment Costs - List equipment with # of units and unit costs. Distinguish between equipment intended for applicant use versus equipment for the end user	Equipment Description	Federal Support	Matching Support	Total	#Units	Unit Cost	Total
Applicant Equipment							
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
User Equipment							
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
Subtotal		\$0.00	\$0.00	\$0.00			

Supplies Detail: Separate supplies by item type, describing the program purpose or use. For each line item, note the number of units and the unit costs. The multiple of these two factors will yield the total for that line item. For example, an Applicant planning to buy 20 boxes of printer paper at \$30/box would have a total line item cost of \$600. Again, although unit costs may include cents, once multiplied by the number of units, the result must be rounded to the nearest whole dollar.

e. Supplies - List costs associated with materials/printing, curriculum, translations, and other supplies	Description	Federal Support	Matching Support	Total	#Units (If Applicable)	Unit Cost (If Applicable)	Total
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
Subtotal		\$0.00	\$0.00	\$0.00			

Contractual Detail: For each line item, identify the contractor and note the number of contracted hours of service and hourly rate, if applicable. For example, an Applicant planning to hire a technology consultant for 100 hours at a rate of \$40/hour would have a total line item cost of \$4,000.

f. Contractual - List contractors with purpose of contract, hourly rate or total fixed rate.	Contractor	Federal Support	Matching Support	Total	# Hours (If Applicable)	Hourly Rate (If Applicable)	Total Contract
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
Subtotal		\$0.00	\$0.00	\$0.00			





Construction Detail: For each line item, note the number of units and the unit costs related to any incidental alterations or renovations.

g. Construction - If applicable, list construction costs	Description	Federal Support	Matching Support	Total
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Subtotal		\$0.00	\$0.00	\$0.00

Other Detail: Separate items by type and include number of units, unit cost, and total cost for each line item. All subgrantee costs should be included in this budget category. Divide subgrantee costs into the same categories as the prime/lead Applicant's budget (*i.e.*, Personnel, Fringe, Travel, Equipment, Supplies, Contractual, Construction, and Other). Further, because this budget category may contain a variety of line items (*e.g.*, technology, advertising), the term "unit" may need to be interpreted as appropriate for that particular line item. For example, an Internet service contract may need to be explained in terms of cost per month, while an advertising contract may be valued in different ways depending on the advertising media (*e.g.*, cost per article, cost per minute of air time). Provide appropriate detail to explain the total line item cost. For awareness program cost items, such as advertising, separate ad types (*e.g.*, TV, radio, newspaper) and include geography in which they will run.

h. Other - List costs associated with grant subrecipients as well as other costs not listed above such as rent, technology (website hosting, internet connection), advertising (TV, radio, online), etc.	Description	Federal Support	Matching Support	Total	#Units (If Applicable)	Unit Cost (If Applicable)	Total
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
Subtotal		\$0.00	\$0.00	\$0.00			

Indirect: Provide the indirect rate and the calculation assumptions used.

j. Indirect Charges			\$0.00
Total Eligible Project Costs		\$0.00	\$0.00

In the space provided at the bottom of the page briefly explain the calculation used to derive the indirect costs, including the indirect rate and what is included in the basis. If a negotiated indirect cost rate agreement exists and is being used, please identify the cognizant agency.





Explanation of Indirect Charges

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Additional Budget Notes: This section allows the Applicant to further comment on any budget matters. Note that there is also a Budget Narrative question in the application in which the Applicant must provide narrative detail on this budget.

**Additional Budget
Notes**

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The Detailed Budget, when aggregated to the cost category level should match the totals provided in the SF-424A cost categories. In addition, the aggregated federal grant request and matching support in the Detailed Budget should match the totals provided in the SF-424A or SF-424C form. Total project budget should be consistent throughout the application documentation. Please review both budget uploads and the Project Budget page for consistency before submitting the application.

The data provided via this template will be subject to automated processing. The Applicant is therefore required to provide this upload as an Excel file, and not to convert it to a PDF prior to upload. Additionally, the Applicant should not modify the format of this file.

17.8 SF-424A Budget

All SBA Applicants are required to upload a completed budget in the form of OMB Standard Form 424A – Budget Information for Non-Construction. Instructions for the OMB form are available at http://www07.grants.gov/agencies/forms_instruction_information.jsp. Note the special guidance below for completing the form for BTOP applications.

Section A – Budget Summary

Only Rows (1) and (5) should contain information. Rows 2 through 4 should remain blank. When providing information in Row 1:

- In Column (a), enter “BTOP.”
- In Column (b), enter the CFDA number.
- Leave Columns (c) and (d) blank.
- In Column (e), “New or Revised Budget, Federal,” enter the *entire* federal funding request amount.
- In Column (f), “New or Revised Budget, Non-Federal,” enter the total of *all* (*i.e.*, cash and in-kind) matching funds.
- In Column (g), enter the total project cost, which should equal the sum of Columns (e) + (f).





When providing information in Row 5:

- Leave Columns (c) and (d) blank.

Enter the totals for columns (e), (f), and (g), which should be the same exact whole-dollar values as in Row 1.

Section B – Budget Categories

The information in this section breaks down the information in Section A into federal request component, non-federal amount (*i.e.*, match) component, and total for each budget (*i.e.*, “object class”) category. Only those three amounts should be entered for each budget category; there should be no more than three numerical figures for each line.

In providing information for this section:

- Title Column 1 “Federal,” and for each row (*i.e.*, each budget category), enter the total amount of federal funds requested for that budget category.
- Title Column 2 “Non-Federal,” and for each row (*i.e.*, each budget category), enter the total amount of matching funds (*i.e.*, cash and in-kind) being contributed for that budget category.
- Leave Columns 3 and 4 blank.
- In Column 5, enter the total amount for each row (*i.e.*, budget category), which should be the sum of the federal request (Column 1) and the matching amount (Column 2).
- In Row J, enter the total amount of indirect costs as a whole-dollar figure. Do not enter a percentage.
- In Row 7 (Program Income), include program income only if it is being used as part of the Applicant’s matching contribution. See section 1.8 above for additional discussion. Otherwise the value for this line item should be \$0.

Section C – Non-Federal Resources

Section C provides information about the source of the non-federal (*i.e.*, matching) funds in the program budget. This section should clearly indicate how much of the total match is coming from the Applicant, how much is coming from state funds, and how much is coming from other sources.

Since this budget is only for one program, information should only be entered in Row 8. Rows 9–11 should remain blank.

In providing information for this section in Row 8:

In Column (a), enter “BTOP.”

In Column (b), enter the *total* amount of matching funds (*i.e.*, cash and in-kind) that will be contributed by the Applicant. Matching funds to be contributed by subgrantees should not be included here. If the Applicant will contribute no matching funds, enter 0.





In Column (c), enter the *total* amount of matching funds (*i.e.*, cash and in-kind) that will be contributed from State sources. If no matching funds will be contributed from State sources, enter 0.

In Column (d), enter the *total* amount matching funds (*i.e.*, cash and in-kind) that will be contributed by third-parties (including subgrantees) and other sources. If no matching funds will be contributed from third-parties or other sources, enter 0.

In Column (e), enter the total amount of *all* matching funds, which should be the sum of the amounts entered into Columns (b), (c), and (d). This amount must be exactly the same as the amount in Section A, Row 1, Column (f) under Non-federal.

In Row 12, enter the totals for Columns (b), (c), (d), and (e), which must be exactly the same as the totals in Row 8.

Sections D, E, and F

These sections are not required and should be left blank.

17.9 SF-424B Assurances - Non-Construction

All SBA Applicants are REQUIRED to complete the SF-424B Assurances form. On page two of the form, the authorized certifying official must sign and date the form, certifying the Applicant organization will comply with the requirements set forth in the form. In addition, provide the title of the Authorized Organization Representative and the name of the Applicant organization. Further instructions are available at http://www07.grants.gov/agencies/forms_instruction_information.jsp.

17.10 Supplemental Information

The Supplemental Information upload does not include a template. This upload is intended to give the Applicant an opportunity to provide any additional or supplemental information it deems important to an assessment of the proposed project. This upload is optional for all SBA Applicants. The Applicant may submit files in any valid file format, though PDF is generally recommended. It is recommended that the Applicant clearly label the contents of the supplemental uploads and make reference to them from any relevant application response or upload.





18 Review and Submit

Broadband USA

Submit Application | Sustainable Broadband Adoption (Assignments 85-107) | Review and Submit - 8.5

Home | Guidelines | Main | Acknowledgement | Contact Information | Additional Contacts | Organization Information | Authorization | Project Information | Partners | Congressional Districts | Community Anchor | Summary | Demographics | Project Budget | Historical Financials | Project Readiness | Environmental Questionnaire | Updatables | Review and Submit | FAQ | Log Out

Project Information

Program: Broadband Non-Infrastructure Programs
Funding Opportunity: Sustainable Broadband Adoption
Funding Cycle: Winter 2010 Sustainable Broadband Adoption

The requirements for application submission have not been met. Please complete all required items below in order to submit your application.

View Full Submission

[View PDF](#)

Requirement Name	Status
Acknowledgement	Incomplete
Contact Information	Incomplete
Primary phone number is required.	Incomplete
Additional Contacts	Incomplete
At least one secondary point of contact is required.	Incomplete
Organization Information	Incomplete
Type of Organization is required.	Incomplete
A response indicating if Organization is a Small Business is required.	Incomplete
A response indicating if Organization meets the definition of disadvantaged business is required.	Incomplete
The Organization must be "Confined" prior to submission of an application.	Incomplete
Authorization	Incomplete
In order to issue a notification to the ACR, applicants must "Confirm" the ACR session.	Incomplete
Applications cannot be submitted until the authorization task is created and the AOR notified.	Incomplete
Project Information	Incomplete
A response indicating if the application is coordinated with other applications is required.	Incomplete
A response to the Department of Commerce exempt requirement is required.	Incomplete
Executive Summary is required.	Incomplete
Project Purpose is required.	Incomplete
Recovery Act and Other Government Collaboration is required.	Incomplete
Technology Strategy is required.	Incomplete
Innovative Approach is required.	Incomplete
A response indicating if the applicant is seeking a waiver of any NOFA requirement is required.	Incomplete
A response to the bar American waiver question is required.	Incomplete
A response to the federal debt question is required.	Incomplete
Partners	Incomplete
A response is required indicating if you are partnering with other organizations for this project.	Incomplete
Congressional Districts	Incomplete
Applicant headquarters is required.	Incomplete
A response indicating if the project will serve any tribal entities is required.	Incomplete
Selection of Project Service State(s) is required.	Incomplete
Selection of Project Service Area(s) is required.	Incomplete
Community Anchor Summary	Incomplete
Number of schools is required.	Incomplete
Number of libraries is required.	Incomplete
Number of medical and health providers is required.	Incomplete
Number of public safety entities is required.	Incomplete
Number of community colleges is required.	Incomplete
Number of other institutions of higher education is required.	Incomplete
Number of other community support organizations is required.	Incomplete
Number of public housing is required.	Incomplete
Number of other government facilities is required.	Incomplete
Number of historically black colleges and universities is required.	Incomplete
Number of tribal colleges and universities is required.	Incomplete
Number of Alaska native serving institutions is required.	Incomplete
Number of Hispanic serving institutions is required.	Incomplete
Number of native Hawaiian serving institutions is required.	Incomplete
Demographics	Incomplete
A response indicating if the project serves a vulnerable population is required.	Incomplete
Project Budget	Incomplete
Federal Grant Request amount is required.	Incomplete
Total Match Amount is required.	Incomplete
A response to the matching contributions question is required.	Incomplete
Budget Narrative is required.	Incomplete
Budget Reasonableness is required.	Incomplete
Demonstration of Need is required.	Incomplete
Sustainability is required.	Incomplete
Historical Financials	Incomplete
An entry is required for 2007 Revenue	Incomplete
An entry is required for 2008 Revenue	Incomplete
An entry is required for 2009 Revenue	Incomplete
An entry is required for 2007 Expenditures	Incomplete
An entry is required for 2008 Expenditures	Incomplete
An entry is required for 2009 Expenditures	Incomplete
An entry is required for 2007 Net Assets	Incomplete
An entry is required for 2008 Net Assets	Incomplete
An entry is required for 2009 Net Assets	Incomplete
An entry is required for 2007 Change in Net Assets	Incomplete
An entry is required for 2008 Change in Net Assets	Incomplete
An entry is required for 2009 Change in Net Assets	Incomplete
Project Benefits	Incomplete
Total new home subscriptions generated is required.	Incomplete
Total new business subscriptions generated is required.	Incomplete
Total users outside the home is required.	Incomplete
Total number of people receiving training is required.	Incomplete
Hours of training per person is required.	Incomplete
Number of full-time trainees is required.	Incomplete
Total broadband related equipment units to purchase is required.	Incomplete
Total up-front cost of equipment is required.	Incomplete
Number of households receiving equipment purchase is required.	Incomplete
Number of businesses receiving equipment purchase is required.	Incomplete
Number of institutions receiving equipment purchase is required.	Incomplete
Total cost to typical customer is required.	Incomplete
People expected to be reached by awareness campaign is required.	Incomplete
Total cost per new subscriber is required.	Incomplete
Measurement Campaign Methods is required.	Incomplete
Measuring Campaign Impact is required.	Incomplete
Training and Experience Opportunities is required.	Incomplete
Number of direct jobs created is required.	Incomplete
Number of indirect jobs created is required.	Incomplete
Number of induced jobs created is required.	Incomplete
Measuring adoption impact is required.	Incomplete
Methodology used to estimate jobs is required.	Incomplete
Project Readiness	Incomplete
SBA - Organizational Readiness is required.	Incomplete
SBA - Project Timeline and Challenges is required.	Incomplete
SBA - Licenses and Regulatory Approvals is required.	Incomplete
Environmental Questionnaire	Incomplete
A response to does the proposed action involve the procurement of materials is required.	Incomplete
A response to does the proposed action involve procurement of electronic equipment is required.	Incomplete
A response to does the proposed action involve construction, remodeling, or renovation is required.	Incomplete
A response to does the proposed action involve the production and/or distribution of informational materials, brochures, or newsletter is required.	Incomplete
A response to does the proposed action involve training, teaching, or meeting facilitation at an existing facility or structure is required.	Incomplete
A response to does the proposed action involve ground or surface disturbance is required.	Incomplete
A response to does the proposed action involve an upgrade of broadband service is required.	Incomplete
Updatables	Incomplete
Management Team Resumes and Organization Chart is required and has not been uploaded.	Incomplete
Historical Financial Statements is required and has not been uploaded.	Incomplete
Community Anchor Institutions Detail is required and has not been uploaded.	Incomplete
STIC Certifications is required and has not been uploaded.	Incomplete
Detailed Budget is required and has not been uploaded.	Incomplete
CRCA Budget is required and has not been uploaded.	Incomplete
SF 424 B Assurances - Team Construction is required and has not been uploaded.	Incomplete

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WFO: FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USDO.gov | White House | Download Adobe Reader 9.5





Once the Applicant has completed its application, it is advised to proofread the materials submitted and verify the consistency of data provided in more than one location (particularly with respect to the project budget). Then the Applicant should go to the Review and Submit page. The Applicant will see a list of all of the Easygrants submission validation requirements. The Applicant will be unable to submit the application until all of the validation requirements have been satisfied. If any sections are marked incomplete, the Applicant will need to revisit that section to provide additional information or make corrections. Once all validation requirements have been satisfied, the Applicant may submit its application by clicking the "Submit" button. **Once the application has been submitted, it is presumed that the application is final, and the Applicant will no longer be able to make changes to the application.**

By submitting this application, the Applicant certifies that the information and responses in the application are material representations of fact and are true and correct.

